

# STAFF OBSERVER

PUBLISHED FOR NONACADEMIC PERSONNEL OF THE UNIVERSITY OF ILLINOIS

VOL. 8, NO. 5, AUGUST, 1973

## Consolidate Financial Affairs Office

The University of Illinois Board of Trustees has approved consolidation of the University's Financial Affairs Office under the Vice President for Planning and Allocation and redesignated three officers who will serve, along with the University Auditor, as major administrators.

Vice President Ronald W. Brady is assuming all previous duties of the Vice President for Financial Affairs following the retirement of Herbert O. Farber, who has served the University with distinction for 31 years. Dr. Brady is Vice President for Planning and Allocation.

Farber relinquished the title of Comptroller of the University, an elective office of the Board of Trustees, effective August 1 and the Trustees, in session at the Medical Center campus July 18, named Vice President Brady to that position.



Ronald W. Brady



Robert D. Franks

The Board approved, on the recommendation of President John E. Corbally Jr., the designation of Robert D. Franks as Assistant to the Vice President for Planning and Allocation; Robert N. Parker as University Chief Accountant and Manager of the University Financial Data Systems for the Vice President, and Morris S. Kessler as Assistant Vice President and Assistant Comptroller.

These three men will join Wilbur J. Thom, University Auditor, as officers who have major administrative responsibilities for their areas of concern and who will focus upon the development and operation of the University System of Business Management.

President Corbally reports that a number of changes in assignments are being made within the Office of Planning and Resource Allocation.



Robert N. Parker



Morris S. Kessler

Dr. Martin L. Zeigler, Associate Vice President for Planning and Allocation, will be assigned major responsibilities for coordinating units of the entire Office of Planning and Resource Allocation, but will no longer direct the Planning Office.

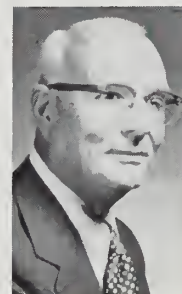
Harlan D. Bareither will be promoted to Assistant Vice President for Planning and will assume responsibility for the restructured Planning Office.

Stephen F. Jablonsky will be designated Assistant University Chief Accountant and will assist in implementing new systems.

Peter J. Czajkowski will be designated as Director of Analytical Studies and will have responsibilities for the combined Office of Short-Range Planning and Control and the Office of Long-Range Planning and Analysis.

Richard L. Mann, Director of Management Information Systems, will report directly to the Vice President for Planning and Allocation.

Vernon L. Kretschmer, Director for Capital Programs, will report directly to the Vice President for Planning and Allocation.



Wilbur J. Thom

### UI Leads in Computer Design

The University of Illinois has been the leader in computer design and development. A model nearing completion surpasses any in existence.

mum. In such cases, he will get a raise to the new minimum.

Department Heads will have some flexibility in distribution of these funds in order to recognize outstanding employee performance. The average increase is expected to be about 4.5%.

## Staff to Have New Bosses

Many staff members have or soon will have new bosses.

### Chicago Circle

Richard M. Johnson, Associate Dean of the College of Liberal Arts and Sciences and Professor of Political Science, will become Acting Dean of the College of Liberal Arts and Sciences, September 1.

Ronald P. Legon, Associate Professor of History and Associate Dean of the Graduate College, will become Chairman of the History Department, September 1.

### Medical Center

Dale R. Eisenmann, Acting Head of the Department of Histology and Professor of Histology, will become Head of the Department of Histology, September 1.

Daniel M. Laskin, Associate Head of the Department of Oral Surgery and Professor of Oral Surgery, will become Head of the Department of Oral Surgery, September 1.

Thomas W. Beckham, Associate Director for Records and Acting Director of Admissions and Records, became Director of Admissions and Records, July 1.

Richard M. Trumpe, formerly Vice President for Student Affairs at Bradley University, became Associate Dean for Student Affairs at the Peroria School of Medicine, July 1.

### Urbana-Champaign

Gar Day Ding, Professor of Architecture at the University of Cincinnati and Miami University, will become Head of the Department of Architecture, December 21.

Chester P. Siess, Professor of Civil Engineering, will become Head of the Department of Civil Engineering, August 21.

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## Approve Funds for Increases

Funds have been approved for salary increases for open-range employees.

Raises will be effective as near to September 1 as possible.

For employees at the Chicago Circle and Medical Center campuses, this will be September 1. For similar employees at the Urbana-Champaign campus, this will be August 26.

Other nonacademic employees will be eligible for salary increases ac-

cording to dates specified in their contracts.

In general, the minimums of all salary ranges have been increased by approximately three percent and the maximums have been increased by about the same dollar amount as the minimums for each respective range.

An employee whose performance has not been fully satisfactory will not receive a raise unless his present salary is below the new range mini-



# To Be Safe, Before September 1, Purchase Retirement Credit for Military Service

If you intend to purchase credit in the State Universities Retirement System for prior military service, be safe. Submit your payment prior to September 1, 1973. If you don't, Senate Bill 634 may be amended in such a way as to deprive you of the opportunity to make such payment.

In December 1964, the Illinois Public Employees Pension Laws Commission approved a legislative proposal authorizing the State Universities Retirement System to "grant credit for other public employment in public elementary and high schools, public institutions of higher learning and service of any type for other public agencies in the United States and its possessions, subject to prescribed conditions. . . ."

On this basis, the General Assembly approved legislation in 1965 which allowed service credit for the following service upon payment by the employee of a specified amount: "Periods during which a person was employed by the United States Government, or by the government of a state, or by a political subdivision of a state, or by an agency or instrumentality of any of the foregoing, . . ."

Because military service falls within the broad category of public service, employees have been permitted to purchase service credit for prior military service.

During the 1973 legislative session, Senate Bill 634 was introduced which would have singled out prior military service as the only public

service of any type (national, state, or local) which could not be considered in granting retirement credit.

An amendment was made to this Bill protecting the right of present employees to continue to purchase credit for prior military service. The Bill, as amended, was passed by the Senate.

The House amended the Bill further so that a present employee could secure credit for prior military service, *only if he applied for the credit by September 1, 1973*. Under this amendment, new employees would not be able to secure credit for prior military service.

As the session ended, the Bill was not acted upon but was referred to the Senate Pension Committee at the request of the Pension Laws Commission. The Bill probably will be considered again during the fall legislative session.

The Trustees of the State Universities Retirement System approved the recommendation of its Executive Director that the System continue to permit employees to purchase credit for prior military service, *at least until September 1, 1973*, the date that Senate Bill 634 would have been effective, had it been approved by the General Assembly before July 1, 1973.

For many, the opportunity to purchase this credit will mean a considerable increase in their retirement annuities.

## Name Scholarship for Dean Miriam Shelden

Jean Marie Frechill, a student at the Urbana-Champaign campus, has been chosen recipient of The Miriam A. Shelden Scholarship. The Secretariat at that campus named its 1973 Scholarship in Dean Shelden's honor.

In so naming the scholarship, The Secretariat recognizes the outstanding contributions of Dean Shelden to the University and to the quality of life for persons associated with it.

Miss Shelden became Dean of Women in 1947 and Dean of Student Personnel in 1969. In 1972, along with her latter appointment, she was named Associate Chancellor for Affirmative Action. Miss Shelden also served as Chairman of the Chancellor's Committee on the Status of Women. She went on retirement disability leave early in August.

## Cite Educational Research

Research in the College of Education at the University of Illinois ranks first among state universities and second among all universities.

# President Tells of His Role

In a recent address to a workshop on administration for the Association of Administrators of Home Economics of the National Association of State Universities and Land-Grant Colleges, President John E. Corbally Jr. described activities of a university president.

He pictured the typical week of a university president as involving speeches, meetings, correspondence, informal contacts and decision-making.

"You make many small decisions and an occasional big one," Corbally said. "You count heavily upon the expertise of the people of your unit — the faculty, the staff, your administrative colleagues."

Corbally regards the selection of able people and the delegation of responsibility to them as major components of the administrative task.

"When I occasionally recall that I am ultimately responsible for the expenditure of almost \$1 million a day; for the maintenance and operation of plant and equipment valued at almost \$760 million; for the educational well-being of nearly 60,000 young men and women who are our students, and for the performance of nearly 18,000 employees in meeting the objectives of the University of Illinois, I experience a momentary twinge," he said.

Corbally noted that the special responsibilities of the administrator are to see that his unit — department, college or university — has a sense of purpose and direction; to see that its activities tend to lead to the accomplishment of that purpose and direction; to give it a system of evaluating how effectively it meets its goals, and to see that the system initiates change when the evaluation indicates it is appropriate.

As an administrator, Corbally reflected: "You gain an appreciation and admiration for the contributions which all kinds of people with all kinds of skills and responsibilities and motivation make toward the success of a vital venture."

Corbally hopes to attract qualified and motivated people to the profession of administration in higher education.

## Invite Faculty And Staff

Chancellor Peltason's reception honoring faculty and staff will be between 8:00 p.m. and midnight September 14 in the Illini Union. All faculty and nonacademic staff are invited to attend.

## Civil Service Modifies Exam Procedures

Modifications in Civil Service examination procedures have been authorized by Walter G. Ingerski, Director, University Civil Service System of Illinois for (a) time limits for rewriting skill portions of clerical examinations and (b) waiving of the oral board portion of an examination for an employee who is an incumbent in a position which is reclassified.

Under the new procedure, an applicant who passes the written portion of a clerical examination but who fails the skill portion(s), may rewrite the skill portion(s) up to three times within the six-month period following the date of the original examination which utilized the skill portion(s).

These procedures are being implemented by the staff at each University of Illinois campus Personnel Services Office. The Clerk-Typist and Clerk-Stenographer promotional lines include the classes most frequently affected.

Examinations for some classes include an oral board procedure. According to Director Ingerski, this oral portion of the examination will be waived for an employee who is an incumbent in the position being reclassified. An example would be an employee in a position classed as Housing Administrator II, whose position has been reclassified to Housing Administrator III. When the oral board portion of the examination is waived, the employee will still be required to complete the training and experience portion of the examination.

## DID YOU KNOW?

...that Distinguished Service Awards from the University of Illinois Alumni Association were presented to Charles Havens, former University Director of Physical Plant Planning and Construction, and Norman A. Parker, former Chancellor of the Chicago Circle campus, at June Commencement ceremonies at the Chicago Circle campus?

Havens served the University for 50 years, the last 33 with chief responsibility for overseeing planning, construction and remodeling at the three present campuses in addition to the former Navy Pier campus in Chicago.

Chancellor Emeritus Parker, who served the Chicago Circle campus as chief administrator from 1965, when it opened, until 1970, accepted the first committee assignment in 1949 that eventually led to the creation of the urban campus.

## To Recruit Students

The University of Illinois at Chicago Circle is working to broaden educational opportunities for Latin-American students. An expanded recruitment program is being organized for admission to Chicago Circle of Spanish-speaking students (Puerto Rican, Mexican, Central and South American) within the framework of the campus Educational Assistance Program. EAP provides recruitment, counseling, tutorial aid and job assistance for those students who require these services.

If you know of students who wish to apply for admission under this recruitment program, have them write for application papers to: Room 1242 ECS, University of Illinois, Box 4348, Chicago, Illinois 60680.



# State-wide Job Evaluation Project Is Underway

A Job Evaluation Project is underway to recommend a new classification structure for the University Civil Service System of Illinois (University System). Initiated by Personnel Directors at the various campuses, and with encouragement from the University System, the project has two main goals:

1. to insure pay equity among various occupations, and
2. to relate salaries paid for job classes used by the universities to salaries paid for similar work by other employers.

Project leader is Robert A. Barnet,

## Staff To Have New Bosses

(continued from page 1)

John J. O'Neill, Professor of Speech, Director of the Speech and Hearing Clinics and Counselor in Teacher Education, will become Head of the Department of Speech and Hearing Science, August 21.

Robert T. Chien, Acting Director of the Coordinated Science Laboratory and Professor of Electrical Engineering, will become Director of CSL, August 21.

Alan B. Knox, Director of the Office for the Study of Continuing Professional Education in the College of Education, effective August 21 will become Associate Vice Chancellor for Academic Affairs and Director of the new Office of Continuing Education and Public Service, created in connection with the decentralization of the Division of University Extension. Portions of the university-wide division have been assigned to the Urbana-Champaign, Chicago Circle, and Medical Center campuses. In his new position, Knox will head continuing education, public service, and extension activities of the Urbana-Champaign campus.

Carl S. Larson, Associate Professor of Mechanical Engineering, will become Assistant Dean of the College of Engineering, September 1. He will fill a post held since 1957 by David R. Opperman, who will become Director of Placement and Cooperative Education for the College of Engineering.

## University Office

Thomas M. O'Keefe, formerly Director of Education Planning for the Assistant Secretary for Planning and Evaluation of the U.S. Department of Health, Education, and Welfare, will become Director of the University Office of Policy Analysis and Evaluation, September 1. This Office will be established as an arm of the Vice President for Academic Development and Coordination.

who is in the University Office of Nonacademic Personnel at the University of Illinois.

"The classification system now in use is primarily oriented toward employment and the development of examinations to select employees," said Barnet. "The new system will continue to meet these needs, but also will include information that can be used to evaluate positions for salary administration purposes."

## State-wide Effort

The state-wide effort will include teamwork by staff from each campus classification section. Classification staff will rewrite job classes to achieve greater specificity and to include information needed to make evaluations for salary administration.

Before writing a new job description, classification staff will interview some employees actually performing the work of the particular class so that what is being done can be related to the description being developed.

The initial thrust of the project will be on heavily populated job classes. To keep the project moving, each campus classification section has been assigned specific job classes to rewrite.

## Evaluation Panel

As the rewritten job classes are completed, they will be submitted to an Evaluation Panel made up of individuals representing institutions under the various University governing boards (University of Illinois representative is Karen D. Krueger, Supervisor, Classification and Salary Administration, Urbana-Champaign campus Personnel Services Office), a representative from the University Civil Service Advisory Committee (Anna V. Ware, Administrative Aide, University of Illinois Medical Center campus), and a representative from the University System (Kenneth L. Price, Manager, Classification and Pay Administration Division).

As the basis for evaluation, the panel will use a modification of a classification system recently developed for the federal government and which popularly is known as the Oliver Study. Using guide charts, the Evaluation Panel will group jobs into occupational families and rank jobs in order of difficulty. Their first assignment will be to look at non-supervisory office and professional jobs.

The Evaluation Panel will use a point system and will slot job classes into a grade structure. Job classes receiving the lowest points will be placed in the lowest grade and con-



Verne A. Kroes, right, Acting Police Chief, University Police Force of the Urbana-Champaign campus, presents commendations to two officers. At left is Arthur J. Slates, cited for outstanding performance, and in the center is Gene P. Gladney, selected as Officer of the Year.

## Honor UI Police Officers

Arthur J. Slates and Gene P. Gladney, Police officers at the Urbana-Champaign campus, have been honored for outstanding performance.

Slates, a University Police officer for eight years, earned a department commendation for his actions when a burglary suspect held him at gunpoint at 5 a.m. this spring in a university building. Slates, alone with the gunman, disarmed and arrested

the suspect without injuring him or being injured himself.

Slates was commended for performing his duty in such a manner as to bring great credit upon himself and the department.

Gladney, on the University Police Force for two and a half years, was selected by his fellow officers as "Officer of the Year" for being the one man in the department who most consistently performed with excellence all of his duties during the past year. "He exemplifies what we want the police officers to be," Acting University Police Chief Verne A. Kroes said.

## Name Acting Police Chief

Verne A. Kroes, 23-year veteran on the University Police Force at the Urbana-Champaign campus, is currently Acting Police Chief. Since he started as a Patrolman in 1950, he has seen the Police Force almost triple in strength from 23 to 60 men and women.

Chief Kroes has played an active part in promoting educational opportunities and has been responsible for sending many officers to the Police Training Institute.

## MC Graduate Study Praised

The University of Illinois Medical Center offers more graduate study than any other medical campus and the College of Medicine is second largest in the nation.

## Physicist Receives Nobel Prizes

A University of Illinois physicist, Professor John Bardeen, is the only person to receive two Nobel Prizes in the same field.

## Improve Corn and Soybeans

Agricultural research in plant genetics at the University of Illinois is recognized as preeminent in improving corn and soybeans.

## Alumni Are Corporate Leaders

University of Illinois alumni rank third in the number of presidents or chairmen of the board of the 500 largest U.S. corporations.



# Announce New Grievance, Suspension, Layoff Rules

New rules and procedures are in effect regarding grievances, disciplinary suspensions, and layoffs.

## Grievances

A campus-level has been added to the grievance procedure. Those grievancees which are not resolved at the Department level will proceed to the Chancellor or an official he designates, who will investigate the matter and render a decision. Only then if the grievance is not resolved will it advance to the University Director of Nonacademic Personnel.

Clarifying procedural information has been added concerning hearings conducted by the University Director of Nonacademic Personnel.

## Suspensions

To be sure of good documentation in disciplinary suspension cases, which is especially necessary when an employee follows such action by filing a grievance, certain basic information should be provided on the Disciplinary Suspension form: time limits of the suspension, a factual description of the offense, a statement of the rule violated or other reason for disciplinary action, the impact of the offense upon the University's work or upon other employees, a listing of prior disciplinary actions taken in regard to the employee, and a statement warning that a further infraction will lead to a more severe penalty.

## Bumping Rights

The procedure concerning bumping rights between full-time and part-time employees has been changed based on an opinion by legal counsel for the University Civil Service System of Illinois. Under the new opinion, a part-time employee may bump a full-time employee who has less seniority in the class in question,

## Lower Take of Thieves

Billfolds. Batteries. Bicycles.

These are the items thieves are stealing this summer. Practice the following and lower their take.

Keep purses and carryalls in locked drawers or files. Don't tempt thieves by leaving money and credit cards where they can be easily snatched.

Surprisingly, batteries are being stolen from automobiles during the day. If you see someone in a University Parking Lot "working" on a car, a co-worker may not have car trouble. It may be a thief in action. Telephone University Police. Ask that a squad car cruise by.

When leaving a bicycle, secure it with chain and lock. Don't leave it in a "lonely" area. When not using it, check daily to see that the bicycle is there.

subject only to the limitations imposed by lesser units.

All changes are now in effect and should be added to your Policy and Rules — Nonacademic handbook. Material in *italics* notes additions.

## Chapter V

### Rules B, C, and D

#### B. Departmental Steps

2. The department head shall consider and answer the grievance in writing not later than seven work days following the date upon which it was formally presented to the employee's designated supervisor. If the department head fails to answer within these seven days or if the department head's answer does not resolve the grievance acceptably to the employee, he may appeal to the Chancellor provided that the appeal is filed in writing within seven work days after the department head's answer is received or due. Any decision by a department head that is not appealed within seven days after it is received shall be considered binding on the employee and on the University.

#### C. Campus-level Step

*Upon receipt of an appeal, the Chancellor or an official designated to act for him will make such investigation as he thinks necessary and will render a decision within ten work days. If he fails to do so, or if his decision is unacceptable to the employee, the employee may appeal to the University Director of Nonacademic Personnel, provided he does so in writing within seven work days after such decision is received or due. If the decision is not appealed within seven days after it is received, it shall be considered binding on the employee and on the University.*

*If an employee elects to appeal to the University Director of Nonacademic Personnel, the Chancellor or his designee should make available to the University Director of Nonacademic Personnel the existing record of the case, including a copy of the written grievance, the resolution sought by the employee, and the campus-level decision and reasons therefor.*

#### D. University Director of Nonacademic Personnel Step

1. *Upon receipt of an appeal, the University Director of Nonacademic Personnel shall offer a fair hearing to all interested persons, shall make any additional investigation that he feels is needed (including where ap-*

*propriate a referral back to the department), and shall issue a written decision on the grievance within thirty calendar days after receipt of the appeal. (Present sub-paragraphs 2, 3, 4 and 5 remain unchanged.)*

Re-letter subsequent sub-paragraphs to:

- E. Arbitration Step
- F. Involuntary Separations
- G. Extension
- H. Special Procedures

## Chapter V

### Procedure D

#### D. Hearing by University Director of Nonacademic Personnel

*Any hearing conducted by the University Director of Nonacademic Personnel will follow informal procedures, with maximum emphasis given to assuring that each interested person has a full opportunity to be heard. Those present should include, as a minimum, the supervisor(s) in the line of supervision over the grievant who has (have) the most thorough knowledge of the circumstances surrounding the grievance, and the grievant and his representative. A member of the staff of the Personnel Services Office should be present as a resource person.*

## Chapter VIII

### Procedure D, 3

- D. 3 A disciplinary suspension of not more than thirty calendar days may be imposed upon an employee. Suspension action will be taken only after the supervisor has discussed the specific reason(s) for the suspension with the employee, the employee has had an opportunity to state his side of the matter to his supervisor, and the supervisor has considered the employee's response. The supervisor or higher official taking the action prepares and serves on the employee a Disciplinary Suspension Notice which contains the following:

- a. *The precise time limits of the suspension—number of days, inclusive dates and hours.*

## Elect Snyder President

Dave Snyder has been elected President of the Nonacademic Employees Council at the Urbana-Champaign campus. He replaces Larry Holycross who has resigned from the University. Snyder is Assistant to the Bursar.

- b. *A specific factual description of the offense—what happened, where, and when.*
- c. *A statement of the rule violated or other reason disciplinary action is in order.*
- d. *The impact of the offense upon the University's work or upon other employees.*
- e. *A listing of prior disciplinary actions.*
- f. *A warning that a further infraction will lead to a more severe penalty.*

Suspension of the employee's pay will be effective at the time set forth in the Disciplinary Suspension Notice. An employee may appeal a disciplinary suspension under steps enumerated in Chapter V, Grievances. (Also, see Chapter VII, II, F, 2 and Chapter XVII, I, B, 6 for information on continuance of insurance and retirement benefits.)

## Chapter XV

### Procedure F

#### F. Seniority

Computing of seniority, as computing of probationary period time, is based on calendar service and not on in pay-status service and must be done in accordance with procedures enumerated in the Civil Service System *Procedures Manual*. A part-time employee then earns the same amount of seniority as does a full-time employee. Respective seniority rights of full-time and part-time employees have been clarified in the opinion issued by Civil Service System legal counsel under date of June 20, 1973 and are as follows:

*"Under the intent and provisions of the Statutes and Rules, as they now exist, employees in a class must be laid off by seniority rank, without regard to whether they are in full-time or part-time positions. Where a statute and valid rules exist, and are purported to govern the employment relationship, the general principles applicable to contracts are superseded by such statute and rules."*

## Graduate Faculty Ranks High

The American Council on Education survey ranks the University of Illinois graduate faculty in the top ten among all universities and top four among public state universities.

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# STAFF OBSERVER

PUBLISHED FOR NONACADEMIC PERSONNEL OF THE UNIVERSITY OF ILLINOIS

VOL. 8, NO. 6, OCTOBER, 1973

## Salary News in Press Is Misleading

Statement prepared by Ronald W. Brady  
Vice President for Planning and Allocation  
University of Illinois

Recent statements in the press relative to the University of Illinois and nonacademic salary increases have been misleading!



Ronald W. Brady

For example, at no time before the General Assembly has the University indicated that funds requested for salary increases were to be effective at other than September 1. The current practice of late appropriations, Finance Act provisions, and the logistics of salary increases thereafter make July 1 an impossible date. Also, the University did not indicate that there would be "across the board" increases. The traditional and still current practice is to request money to provide for *average* salary increases of set per cents, not for individual increases. Our budget request is quite clear on this point.

Further, all the money appropriated for salary increases was used for that purpose. There are not sufficient funds for a 4.5 per cent average from July 1.

Finally, the same percentage allocation for salary increases was given to academic employees and to the various nonacademic groups—those paid prevailing rates according to law, those whose rates are negotiated through collective bargaining, and those not members of unions. There was no discrimination against any group.

The complaints being expressed are symptomatic of a general lack

## President Corbally Discusses Restoration of Budget Reductions; Cites Our Needs

Statement made by President John E. Corbally Jr.

Meeting of the Board of Trustees  
September 12, 1973

At this meeting, you have before you budget recommendations for both the current year and for 1974-75. I will not repeat the comments I made at our July meeting except to remind you that we are providing legislators with budgetary information in support of the efforts by the General Assembly to override Governor Walker's reduction of about \$4 million in our operating appropriation for 1973-74 and to restore funds for several capital projects in our capital appropriations for the same period.



President Corbally

Some effort has been made to describe our strong support of a restoration as a personal battle between Governor Walker and the University or, more specifically, and me. This interpretation is simply not true. The Governor, the General Assembly, and University officials play separate and distinct roles in Illinois government. Both the power of the Governor to reduce or veto appropriations and the power of the General Assembly to restore such reductions or vetoes are specified in our Illinois Constitution. We believe that the General Assembly was right in its appropriations to the University for 1973-74 and we seek—as provided in the Constitution—a reaffirmation by the General Assembly of its position. While the Governor

of sufficient funds, a point being currently looked at by the legislature.

and I disagree on the funding requirements of the University for 1973-74, it is an honest and open disagreement which we have discussed, which we both understand, and in which we each must play the role and meet the responsibilities assigned to us.

An analysis of our financial needs and of the program restraints which three—and now, perhaps, four—years of State tax support which has failed to recognize our needs have imposed upon us makes it clear to me that we must enter 1974-75 with a base operating budget approximating the original appropriations made by the General Assembly for 1973-74. If the Governor's reductions are sustained, we must find other ways to restore that base. As distasteful as it is to me and to you, one way which must be considered is a sharp increase in tuition.

Our philosophical commitment to low tuition is a matter of extensive public record. I do not agree that the financial problems of either public or private higher education should or could be solved by large increases in tuition at public universities. But our greater commitment must be to the University of Illinois and to the maintenance of its distinguished record of high quality people offering high quality programs. The meeting of this commitment requires financial support greater than we have been receiving during the past years of inflation and of the increasing costs of excellence. It is not an alarmist statement, but rather is the truth, that the libraries, the laboratory equipment, the facilities, and, yes, the quality of the appearance of our campuses are slipping—slowly, but

surely. We must stop and reverse that trend and to do so requires financial support greater than we have been receiving.

Therefore, later this Fall, I plan to present to you recommendations concerning income sources for 1974-75 based upon a detailed analysis of our financial and program arrears and upon the action of the General Assembly at its October, 1973 session. This analysis will include a study of tuition policy for the future as well as a study of tuition as it relates to the immediate need to restore our budget base. It is within this framework of "unfinished business" that we bring to you for your consideration the budgets for 1973-74 and the budget requests for 1974-75.

## Volume of Claims Causing Delays

Some employees are experiencing long delays in the processing of claims for medical expenses incurred prior to July 1.

The volume of pending claims to the former carrier, Northeastern Life Insurance Company of New York, is so large that delays of from six to eight weeks in processing are occurring. If you have assigned the benefit payments of a pending claim for services performed before July 1 to a hospital and/or physician, to avoid a poor credit rating, contact them to warn of the delay.

If you encounter an urgent prob-

(continued on page 2)





A trio of women, from left to right, Police Officers Gale Dreas, Diane Petit, and Suzanne White are recent additions to the UICC-MC police force.

## Law Enforcement Careers Are Attractive to Women

An increasing number of women are being attracted to careers in law enforcement as barriers vanish which formerly divided jobs into male only or female only categories.

A trio of women, Police Officers Gale Dreas, Diane Petit, and Suzanne White, are recent additions to the police force at the UI Chicago campuses. And they are not the first women on the force. They follow the lead of Laura Becker and Marie Tyse, the latter of whom is still on the force.

The three new female Police Officers, along with Frederick Guerrero, Frank Jania, and Melvin Lesley, graduated from Basic Training at Illinois Benedictine College in Lisle in late August, and are now on duty. Another new Police Officer is David Wells who comes to the UICC-MC police force with previous police experience.

According to Police Superintendent LeRoy Stephens, Police Officers Dreas, Petit, and White will be working all watches and will be assigned to the tactical unit, conducting followup investigations on preliminary case reports. Often they will be dressed in plainclothes and will carry out some special decoy assignments. Police Officers Dreas and White are examples of nonacademic staff who, once in the University workforce, decided to change career routes. Ms. Petit formerly was in the Personnel Services Office Classification section at UICC, and Ms. White, while serving as a Police Dispatcher at UICC, decided that she would like to become more involved in law enforcement.

Ms. Dreas is a 1973 graduate of Illinois Benedictine College, where she majored in sociology. Her college years were filled with activities

which brought her into contact with young people, for example, counselor in a women's dormitory and work experience with the Neighborhood Youth Corps and the Chicago Park District.

To the question, "Will women be doing the same police work as men?" the answer is "yes" and can be illustrated by the recent experience of Police Officers Edward Brown and Marie Tyse who working as a team staked out and apprehended two armed individuals who allegedly robbed a person on the Medical Center campus. Both Police Officers have been cited for their excellent police work.

### Explain Claims Delays

(continued from page 1)

lem as a result of this delay, send the details of your claim to Richard Shereda, Department of Personnel, Springfield, Illinois 62700, and request a status report on your claim. This procedure should be *limited to only the most serious problems* because this procedure will interrupt claim processing and further delay the payment of claims.

If you have not filed a claim for medical expenses incurred under the former plan, do so. Send a completed claim form with your bills to the campus Insurance Office where it will be verified that you were insured under the program. If a claims examiner requests additional information, answer promptly. The Insurance Office will send the claim on to Northeastern. If you have your dependents insured under the University's contract with the Continental Assurance Company, there should be no delay in claims processing.



Frank W. Houck, Director of the UICC-MC Physical Plant, center, presents special certificates in recognition of excellent police work to Police Officers Marie Tyse, at left, and Edward Brown, at right.



Two Police Officers on the UICC-MC police force have been promoted. At left is Sergeant Richard Skracki promoted from Police Officer, and at right is Lieutenant Charley Johnson promoted from Sergeant. Sergeant Skrocki, on the police force for 3 years, is a graduate of UICC in Criminal Justice. Lieutenant Johnson, on the police force for 5½ years, is enrolled in courses at UICC.

## How Am I Doing on the Job?

"How am I doing on the job? Am I measuring up to my supervisor's expectations?" These are questions that regularly cause employees concern.

To answer them fully and fairly is important. Also, it is an important key to motivation.

At UIUC a performance appraisal program for nonacademic employees is being initiated. It is designed to facilitate and ensure meaningful, job-related discussions between supervisors and employees. While the other campuses do not have formal per-

formance appraisal programs at this time, all supervisors are encouraged to hold private evaluation conversations with their immediate subordinates to point out strengths and weaknesses and to plan such corrective action as may be needed.

According to Toby Y. Kahr, Director of Personnel Services at UIUC: "Proper use of an employee performance appraisal will result in the improvement of an employee's job performance and the long-term development of that employee to his/her fullest job potential."

Director Kahr continued: "The whole thrust of the performance appraisal program is to help employees develop themselves. And an employee must know where he is doing well and where he is not doing well

(continued to page 3)

cessing. If you have submitted a claim and wish to know its status, contact your campus Insurance Office and you will receive a reply by return mail.





Sixteen persons recently completed an Executive Leadership Seminar conducted at UIUC. Front row, left to right are Jane W. Loeb, Robert L. Ayers, Charles Flewelling, Charles J. McIntyre, Fred S. Wise, and Marjorie Schlatter. Back row, left to right are Robert W. Howell, Ronald R. Day, Jan E. Seifert, Jeannette Lytle, W. Morgan Newton, Lawrence J. Gaffney, Allen G. Dries, Francis Fillingim, Ralph G. Rossman, and Lynn W. Barry.

## New Procedure on Layoffs

To provide uniformity of rights to all status employees at time of lay-off, a procedure has been added to Chapter IV, Compensation of the *Policy and Rules-Nonacademic*. The subject of advance notice to employees being laid off is covered in many negotiated agreements. With the addition of Procedure F, Notice at Time of Layoff to Status Employees, now in effect, the University has an overall policy which will assure equitable treatment of all nonacademic status employees.

Procedure F, reproduced below, should be added to your *Policy and Rules-Nonacademic* handbook.

### Chapter IV

#### Procedure F

#### F. Notice at Time of Layoff to Status Employees

1. When an employee is laid off because his job has been abolished or because he has been displaced by another employee having greater seniority, it shall be the policy of the University to give advance notice of at least two weeks in a work status. A longer notice period should be provided whenever possible.

2. In the event of a temporary lay-off occasioned by the seasonal or intermittent nature of the work or by a temporary lack of work, advance notice of two weeks in a work status will be given whenever possible.

3. In an emergency or catastrophic situation of the type contemplated by Rule 16 of the University Civil Service System of Illinois, when advance notice in a work status is not feasible, it shall be the policy of the University to place eligible employees on Vacation Leave. If an employee has insufficient accumulated leave to his credit at a time of such an emergency, he shall, if he desires, be given an advance of leave sufficient to insure two weeks in a pay status.

## Purchase Service Credit in SURS

Even if you missed the September 1 deadline to purchase credit for prior military service in the State Universities Retirement System, it still may be possible for you to do so.

If you have questions on this important topic, address them to the Retirement System by telephoning (217) 333-3860 or writing to 50 Gerty Drive, Champaign, Illinois 61820.

## Executive Leadership Seminar Is Held

Sixteen persons who, as part of their university duties, direct the activities of nonacademic supervisory, professional, or staff personnel completed an Executive Leadership Seminar conducted Sept. 10-14 at UIUC.

The pilot seminar, which it is hoped will be followed by others at UIUC as well as at UICC and UIMC, was aimed at assisting managers in their efforts to develop and maintain productive and responsive work teams. The seminar dealt with ways to build the relationships and to increase the skills necessary to lead people effectively. Integrating people management into the total management effort was emphasized.

One participant pointed out: "I had my reservations about how effective such an experience would be because we came from such different areas of university operations; however, I soon found out that University management problems, whatever the academic discipline or operational area of responsibility, are quite similar." In their evaluation of the seminar, participants have been quite enthusiastic and have expressed a desire that more leadership seminars be conducted. The seminar was conducted by the Management Extension of the Institute of Labor and Industrial Relations, under the sponsorship of the University Office of Nonacademic Personnel, and the Personnel Services Office.

Participants were Robert L. Ayers, Manager, Flight Services, Institute of Aviation; Lynn W. Barry, Director, Engineering Publications, College of Engineering; Ronald R. Day, Assistant Director, Campus

Publications; Allen G. Dries, Supervisor, Personnel Training and Development, Personnel Services Office; Francis Fillingim, Administrator, McKinley Health Center; Charles Flewelling, Administrative Assistant, School of Humanities; Lawrence J. Gaffney, Associate Director of Housing, Housing Division.

Also, Robert W. Howell, Head of Department, Agronomy; Jane W. Loeb, Director, Office of Admissions and Records; Jeannette Lytle, Administrative Aide, College of Fine

and Applied Arts; Charles J. McIntyre, Director, Office of Instructional Resources.

And, W. Morgan Newton, Director, Office of Laboratory Animal Care; Ralph G. Rossman, Assistant Department Business Manager, School of Chemical Sciences; Marjorie Schlatter, Secretary, Art and Design; Jan E. Seifert, Coordinator of Undergraduate Library Service, Undergraduate Library; and Fred S. Wise, Technical Services Supervisor, Physics and Material Research Laboratory.

## Answer How I Am Doing

(continued from page 2)

before he can take steps to reach his greatest potential. Also, such supervisor-employee exchanges may introduce an employee to new career avenues that he/she had not previously considered."

Other benefits which can potentially be derived include:

- (1) a reduction in areas in which friction and grievances may arise;
- (2) an increased ability to determine training needs;
- (3) a clearer understanding on the part of the supervisor and employee concerning the objectives of the department and the employee's role in meeting the objectives; and
- (4) increased recognition of extraordinary employee performance.

To assist supervisors in their ratings, the Personnel Services Office

at UIUC is distributing performance appraisal forms to each unit. Accompanying these forms is a handbook, describing the performance appraisal program and providing helpful suggestions for completing the forms correctly.

The UIUC Personnel Services Office will offer a training session in performance appraisal for the supervisors of those units requesting such training. The session will include a slide presentation and exercises aimed at improving performance rating skills.

In the next issue, there will be an interview with a supervisor who designed a performance appraisal procedure and has been using it effectively for some time. Also, employee performance appraisal will be the subject of a future pamphlet in the "Guides for Supervisors" series.



# File Prescription Claims

Except in unusual circumstances, when you have hospital or doctor care expenses covered under State-paid health insurance benefits for yourself or your family, claims will be submitted by the hospital or the doctor. Simply show your Blue Cross-Blue Shield "I.D. Card" at the time of admission or when you receive services from a physician.

## Prescription Drugs

However, you are responsible for submitting claims for prescription drugs used other than during hospitalization. You are required to pay the first \$50 of prescription drug expenses.

## Submitting Claims

In submitting a claim for prescription drugs, complete a medical claim form. This form does not have to be signed by your physician. (A form was enclosed with the blue *Your Illinois State Employees Group Insurance Program* handbook, distributed in late summer.) Include an itemized listing of all prescriptions. The itemized listing must include:

- (1) Name of patient,
- (2) Date and prescription number,
- (3) Name of doctor ordering prescription,
- (4) Name of pharmacy where drugs were purchased,
- (5) Date and amount of purchase, and
- (6) Principal diagnosis.

Copies of receipts must be attached. It is suggested that claims for prescription drugs be submitted no more often than once every three months, unless the amount is substantial. Keep copies of your receipts and claims for your records.

## Send Claim Forms

Medical claim forms for expenses after June 30, 1973 (also see Satisfying Deductible paragraphs below) may be sent to any one of the following Blue Cross offices:

233 North Michigan Ave.  
Chicago, Illinois 60601

227 North Wyman Street  
Rockford, Illinois 61101

525 West Jefferson St.  
Suite 207  
Springfield, Illinois  
62702

Always direct your claims to the same office.

## Satisfying Deductible

The former State-paid insurance was with another company, Northeastern Life Insurance Company of New York, and covered the calendar year January 1 to December 31; the

contract with Blue Cross-Blue Shield extends from July 1 to June 30.

Because of the contract with a new company, the coverage with Northeastern ended this year on June 30, 1973.

If before July 1, 1973, you satisfied the \$50 deductible and since then have had additional prescription expenses, you will not have to meet a new deductible under Blue Cross. Simply send receipts from your first \$50 prescription expenses or if you had expenses over that amount and had filed a claim with the former insurance company, Northeastern, send a copy of the forms returned to you by that insurance company.

Also, if, for example, you had \$35 of prescription expenses before July 1, 1973, and have had \$35 since then, send copies of receipts directly to Blue Cross and your expenses before July 1 will be applied toward the \$50 deductible.

## Direct Question

If you have any question regarding a claim, including those submitted by a hospital or physician, contact any of the Blue Cross Offices.

When you submit a claim, the insurance company will send you, with its response to your claim, a blank form for your use if you need to send a later claim. Claim forms also are available at each campus Insurance Office.

## How to File Claims

In a capsule, following is where to file insurance claims. Because the State changed companies with whom it had its insurance contract July 1, 1973, there are separate procedures for expenses before and after that date.

### Employee Medical Claims

Prior to July 1, 1973  
Campus Insurance Office  
After June 30, 1973  
Any Blue Cross-Blue Shield Office  
233 North Michigan Ave.  
Chicago, Illinois 60601  
227 North Wyman Street  
Rockford, Illinois 61101  
525 West Jefferson St.  
Suite 207  
Springfield, Illinois  
62702

### \*Employee Dental Claims

Campus Insurance Office  
\*Submit claims only if you elected to pay for dental insurance.

### Dependent Health Claims

University Plan  
Campus Insurance Office  
State Plan  
Prior to July 1, 1973  
Campus Insurance Office  
After June 30, 1973  
Any of the above Blue Cross-Blue Shield Offices.



James E. Keller, Manager, Quick-Copy Center at UIUC, is ready to help you save time and money in reproducing materials.

# Quick-Copy Center Opens

Tucked away in the southwest corner of the basement of the Foreign Languages Building, Room G73, at UIUC is what promises to be a money and time saver. It's the Quick-Copy Center.

According to James E. Keller, Center Manager: "We will provide rapid, low-cost reproduction of forms, proposals, memos, tests, reports, and other material, in quantities of 10 to 400 copies."

Already many departments are enjoying the benefits of the Center:

High speed: 150 copies reproduced per minute.

Fast service: one day or less.

Reduced copy costs: 3 cents a copy or less, including paper.

High quality: better than many other copiers.

Saves staff time: frees your staff to return to their normal duties.

According to Manager Keller, the Center is easy to use: "Just mail or bring your original, prepared by typewriter or in black ink, on 8 1/2" x 11" paper." He or one of his assistants will take it from there by completing the order form, preparing an offset duplicating master, printing copies, assembling the completed job, and returning it to you with a priced copy of the order form.

According to Ronald R. Day, Assistant Director of Campus Publications at UIUC: "The average job can be printed for 3 cents a copy or less, compared with up to 6 cents for some duplicating systems. The Quick-Copy Center eliminates the need for the preparation of mimeograph stencils or ditto masters or the use of office copiers for volume copying."

The Quick-Copy Center will normally operate on the following schedules:

1. Jobs sent through campus mail: one-day service.

2. Jobs brought in and picked up personally:

In by 10:00 a.m.;

Out by 2:00 p.m.

In by 2:00 p.m.;

Out by 4:00 p.m.

In by 4:00 p.m.;

Out by 10:00 a.m.

3. Emergency jobs: while you wait.

4. Jobs picked up and returned by center messengers: one-day service.

The Center telephone number is 333-7475.

## On Your Bike, You Are a Motorist; Obey Rules

Cyclist, when on your bicycle, you are a motorist, not a pedestrian. You must stay off sidewalks, stay in the proper lane, use proper hand signals, travel with the flow of traffic, and operate at a reasonable speed.

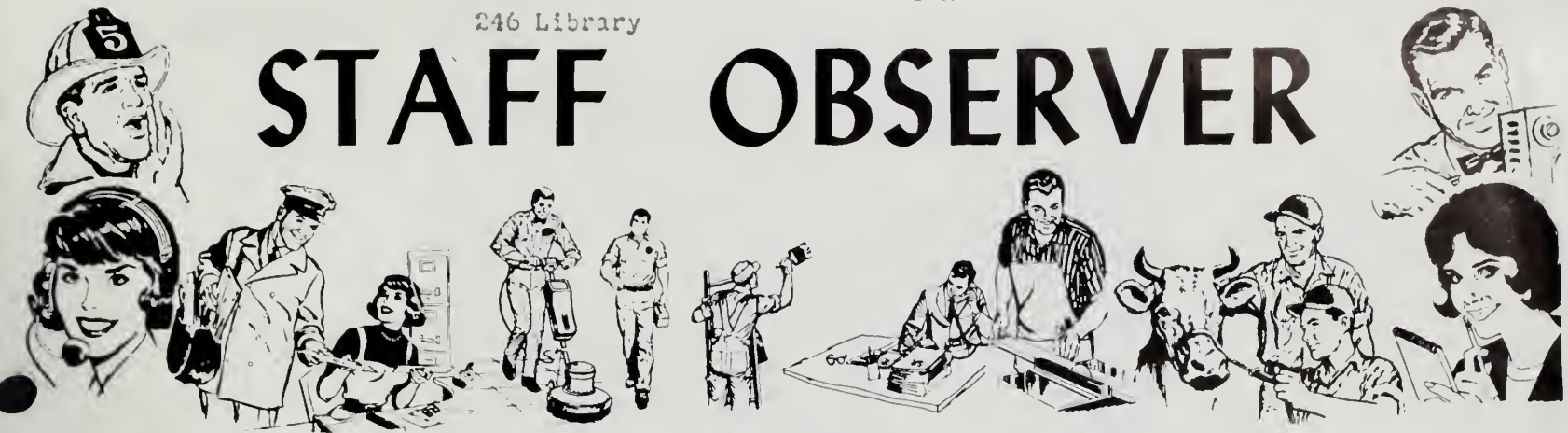
University Police at the Urbana-Champaign campus are following a program of strict enforcement and have begun issuing tickets. They are especially concerned about three factors — bicycles being ridden on sidewalks through the campus area, traveling against the traffic flow on one-way streets, and parking outside designated parking areas. Violations will result in citations and/or impoundment of bicycles. At that campus, signs have been erected marking lots and prohibiting bicycles from being operated on sidewalks.

To assure the safety of your bicycle secure it with case hardened lock and chain and create an obstacle to the potential bicycle thief.

Staff Observer is published by the University of Illinois Office of Nonacademic Personnel, 302 Illini Tower, Champaign, Illinois. Jean Samers, Editor. Telephone 333-2788.



# STAFF OBSERVER



PUBLISHED FOR NONACADEMIC PERSONNEL OF THE UNIVERSITY OF ILLINOIS

VOL. 8, NO. 7, NOVEMBER 1973

## Information Requested

The number of complaints on the slow claims processing of the State of Illinois Group Health Insurance Program has been increasing significantly. Of particular concern are the claims for services prior to July 1, 1973, under the Northeastern Life Insurance Company contract. Many members of the faculty and staff are being pressured and harassed by hospitals, doctors, and collection agencies demanding payment of medical expenses covered by the state plan. In some cases, law suits have been threatened.

The University *does not process* these claims. The State Department of Personnel terminated the agreement for the University's administration of the program on July 1, 1973, and all files and records were transferred to the insurance company. Under these circumstances we have been forced to refer individuals with complaints to the State Department of Personnel and the Northeastern Life Insurance Company. This has not proved to be a satisfactory procedure and many complaints have gone unanswered.

Since individual efforts have not

been successful, it is proposed that information on all of the pending claims be gathered and presented to the director of the State Department of Personnel and to other state officials to secure payment of the claims from the Northeastern Life Insurance Company or a status report on each claim.

To help you and to help us in this effort, please complete the following form and mail it promptly to your campus insurance office.

John E. Corbally Jr.  
President

## University Reaffirms EEO Commitment

In order to reaffirm the University's commitment to equal employment opportunity and to assure compliance with guidelines issued by the Office of Federal Contract Compliance, the following procedures have been added to the *Policy and Rules—Nonacademic*. The changes are now in effect and should be added to your handbook as Procedures A and B of Chap-

## Circle Signal Published for City UICC Neighbors

*Circle Signal*. It's a new publication from the Office of the Chancellor at UICC. Launched last spring, it's written in English and Spanish and is circulated to those living in the neighborhood surrounding the campus as well as to others in the metropolitan community. In each issue is news of educational, cultural, and

recreational activities occurring on campus. Readers are invited to come on campus to learn and to enjoy.

In the November issue, Chancellor Warren B. Cheston answers the question, why a *Circle Signal*:



Chancellor Cheston

"At the Chicago Circle campus of the University of Illinois, we believe that an urban university has to be more than a university that just happens to be located in an urban place. A publicly supported urban

university has a special responsibility to all the people of the city as well as a responsibility to the young men and women who are its students.

"To accomplish this, we have and are developing programs and activities that should be interesting and useful not only to our own University family but also to our city neighbors. These range from lectures, plays, and

(continued on page 2)

ter II, Organization of the Nonacademic Personnel Function.

### Chapter II

#### Procedures A and B

- Departmental supervisors at all levels share responsibility for carrying out the University's commitments to equal employment opportunity for all employees and applicants.
- Each department head will inform his subordinate supervisors that evaluation of their equal employment efforts and results will be taken into account in appraisal of their overall performance.

## EMPLOYEE HEALTH INSURANCE CLAIMS ONLY

Name	Social Security		
Mailing Address			
Type of Service	Name of Hospital or M.D.	Date of Service	Approximate Expense
Hospital			
M.D. or Surgeon			
Prescription Drugs or Medical Expense			



## Circle Signal

(continued from page 1)

special education programs to employment opportunities. We know that it is often very hard to find out what is happening on this sprawling campus, to learn what is available to you who live and work alongside us.

"To help provide you with better access to Chicago Circle — to let you know what we are, what we are doing, where we are going — we will be publishing *Circle Signal* every few weeks and giving it wide distribution throughout our communities. I hope you will find this newsletter useful, and that it will help make the Circle campus more open and accessible to you and your family."

Howard R. Norris, special assistant to the vice-chancellor for community relations, his secretary Carol Scrutchins and his student assistant Janet Markham are the team who puts each issue together, with lots of cooperation and input from Michael Goldstein, associate vice-chancellor for urban affairs, Seymour Ravin, assistant to the chancellor who supervises public information functions, and from the staffs of the Public Information Office, Publications, and Duplicating Service. The translator is a graduate student in the Department of Spanish.

Mr. Norris sees great potential in one of the news items entitled "College Course by Newspaper," which is a credit course on "America and the Future of Man," to be offered by the University of Illinois at Chicago Circle, through its Office of Extension, in conjunction with another institution.

The course, which may be of interest to many *Staff Observer* readers, will consist of 20 articles appearing in the *Chicago Tribune* on Saturdays, with a study guide kit. The enrollment fee for the course is \$45 plus \$10 for an optional study kit, which is available but not required. For further information, or an application, write to the Office of Admissions and Records, UICC, P.O. Box 4348, Chicago, Illinois 60680, or call the Office of Extension, 996-2353.



Robert L. Ayers, manager, Flight Services Office, University of Illinois-Willard Airport, at left, is shown with left to right Ferne Davis, Marsha Fernandes, and Vicki Tempel who are wearing their new uniforms which make them easily identifiable as University staff to the many strangers flying in and out of the airport.

## Still Time to Buy Service Credit in SURS

The Pension Laws Commission has recommended extension of the deadline to January 1, 1974, for filing a request to purchase additional credit in the State Universities Retirement System for prior military service. This request can be made by simply sending a letter to the State Universities Retirement System, 50 Gerty Drive, Champaign, Illinois 61820.

Retirement System Director Edward S. Gibala points out that it is not necessary for an employee to pay for the services by that date; it is necessary only that an employee have on file his request to make such payment at a later time.

Why purchase credit? Because then you will have added service years.

Let's say you have 23 years of service credit in the retirement service and are age 60 and wish to retire. Your annuity would be 42%

of the average of the four consecutive years in which your earnings were the highest. However, if you are able to add three years for military service the percentage would increase to 48.3%.

Or, let's say you are 55 and have 32 years of service and wish to retire. Your annuity would be about 42% of the average of the four consecutive years in which your earnings were the highest. However, if you could pick up three years for military service, the percentage would jump to 68.2%. The reason: with 35 years of service, you may retire at any age without penalty for early retirement.

Remember, the opportunity to pick up service credits now will mean added money in your retirement annuity, and that money will come at a time when you will probably need it most.

## Supervisor Goes to Bat for Good Idea

The threesome pictured at left know that a supervisor will go to bat for a good idea.

Ferne Davis, Marsha Fernandes, and Vicki Tempel work in the Flight Services Office in the main hanger at the University of Illinois-Willard Airport. Theirs is a location frequented by transient pilots and visitors flying in and out of the airport, as well as faculty and staff using the University operated Staff Air Transportation Service. Aware that many visitors have questions, but have found it difficult to distinguish University staff from others passing through the building, the trio decided that wearing uniforms would help.

Their supervisor, Robert L. Ayers, manager, Flight Services Office, agreed. Now the three staffers are easily identifiable in navy skirt or slacks, plaid blazer, and red blouse and are happily helping those who daily come in and out.

Ferne and Vicki are accounting clerks II, and Marsha is a clerk-stenographer II.

Next time you have a good idea, tell your supervisor!

One employee who has already elected to make a payment for past military service paid around \$1,525 and reports that it will add about \$80 a month to his annuity check. Once he retires he expects to recover the payment in less than two years.

Payment for the additional service might also increase the survivor's insurance benefits, because there is a guarantee that the monthly survivor's annuity shall be at least one-half of the pension earned by the employee. This would generally be true for a person who has sufficient service and earnings credits to qualify for a pension of at least \$500 per month.

## CAMPUS INSURANCE OFFICE



# Lilia Delgado Is Patient Representative

Lilia Delgado, the first patient representative at the University of Illinois Hospital at UIMC, combines tremendous enthusiasm, dedication, know-how, and energy—all to the benefit of Latin-speaking patients who come to the UIMC clinics and hospital and to the medical teams caring for such persons.

On the job since August, Lilia, who speaks English and Spanish fluently, visits those who are hospitalized and who speak little or no English. She helps to erase their fear of the unknown by explaining their illness and the treatment and medication they will receive in the hospital and followup instruction for home care, such as rest, diet, exercise, and medication. In doing so, Lilia works closely with medical care staff and patients, translating from English to Spanish and from Spanish to English.

"I do a lot of listening," said Lilia. "In that way, I find out what is troubling patients: things they don't understand, additional health problems they want to mention, and conditions in their home life."

"Some of the patients and their families are in need of material help," said the patient representative. Often she matches these needs to public and private agencies and clinics which provide, for example, homemakers while a mother is hospitalized, emergency food, or free physical exams for children. Sometimes a patient has a marriage problem or has a child on drugs. Lilia then tells of professional persons who will assist in solving the problems, thus easing tensions which may be complicating the patient's recovery.

Lilia carries a "call-pager" in her pocket and responds quickly to wherever needed. For example, if a Latin-speaking patient is visiting one of the clinics for the first time, Lilia helps the individual complete forms and explains the examination procedures which will follow.

"We have found that although a woman visiting the Obstetrics and Gynecology Clinic may have had several children while living in another country, she never visited a doctor. Therefore, the examination experience is new and a bit frightening to her," said Lilia. Also, some patients do not understand English well enough to interpret the doctor's diagnosis and recommendation for care. In the past, it was not unusual for an English-speaking neighbor or a member of the family to telephone one of the clinics after the patient returned home and ask: What is the illness? What is the medicine for? Quite simply, it became evident that a number of the patients, because of the language difficulty, didn't know what the



Lilia Delgado, patient representative at the University of Illinois Hospital at UIMC, is shown making friends with patient Nancy Jimenez and her mother Mrs. Ada Jimenez. In the background is a storybook mural done by Vincent De Sio, a commercial artist at UIMC, whose artwork brightens the walls of many hospital corridors. Lilia spends much of her time helping bridge the language barrier faced by Latin-speaking patients to the clinics and hospital.

doctor told them. Lilia's job is to prevent such frustrating experiences and to be on hand while the doctor and patient talk and to assist in clearing up any questions before the patient leaves the clinic.

Some of the patients who visit the Obstetrics and Gynecology Clinic are in need of such personal items as maternity outfits, baby clothes, and furniture. (See accompanying article on how you can help.) Lilia attempts to meet these needs by asking friends to give needed articles.

For Lilia, there are many rewards. A baby has been named for her, and former patients, with their families, keep in touch. Lilia's husband shares an interest in her work and it's not a bit unusual for him to suggest that they include a former patient in a good-time outing.

Lilia is a 21-year-old with an unusual amount of theoretical and practical experience behind her and a bright future before her. She recalls one of her teachers at St. Mary's High School in Chicago, who showed her how good people can be. It was this

knowledge which led Lilia to study sociology at Mundelein College.

She first took a job with Dacon Clinic on the north side, doing a variety of technician assignments for the Puerto Ricans, Appalachians, and blacks served by the Clinic. Next she opened a record shop, which she since has sold, where she picked up a lot of business experience working 10 to 10, seven days a week. Next she served as a community service aide in the Lawndale area until federal funds supporting the Model Cities Program were cut. Preliminary to beginning as an aide, she received six weeks of training at the Police Academy.

Lilia is enthusiastic about helping the Latin-speaking population and right now is committed to it seven days a week via her job as patient representative and by her volunteer activities as a course leader in a women's class at the Little Village Mental Health Clinic.

When asked whom she works for, Lilia answers quickly: "The people. I look after their best interest." And, that's what a patient representative

## Rule Changes to Benefit Employees

"Two recent civil service rule changes will benefit nonacademic employees," reports Gene Flynn, chairman of the University Civil Service Advisory Committee.

The first rule change makes ranking of scores equitable for all applicants admitted to a civil service examination, including both those who meet the minimum qualifications for a particular job class and for those who do not but who are judged to have compensatory qualifications. This is accomplished through an amendment to Civil Service Rule 5.2c.

Formerly, the names of applicants with compensatory qualifications who passed an examination were placed on the appropriate register in order of score behind the names of applicants who fully met the minimum qualifications established for the job class.

The amended rule allows no distinction between those with minimum qualifications or those with compensatory qualifications. The names of all applicants who pass an examination will be placed on the appropriate register in order of score.

The other rule change involves notice given to an employee before a disciplinary suspension. The new rule, 11.4a, directs that the specific problem must be discussed with the employee, his supervisor, and the director of the Personnel Services Office or his designee before the suspension is served. "This gives the employee an opportunity to state his side and provides assurance that everyone involved understands the problem fully before a suspension occurs," said Chairman Flynn.

### Need Items for Patients

In her role as patient representative at UIMC, Lilia Delgado needs a supply of baby clothes, baby furniture, and maternity clothes to distribute to those who use Medical Center health care facilities, but who are short on cash to buy these necessities.

She would be happy to receive good, used articles, or those you make or purchase. Here's your chance, at whatever campus you are located, to be part of the University team dedicated to making life better for all Illinois residents.

Bring or send items in care of Ms. Delgado to Room 164 Hospital Addition, UIMC (P.O. Box 6998, Chicago, Illinois 60680).

or a patient advocate, as they are called at some hospitals, is supposed to do.



## GETTING AHEAD

### • in the University work force •

Since beginning work with the University of Illinois, you have probably discovered many jobs that you didn't know were part of a University work force, but which now interest you. Perhaps you already have your eye on a certain job that will offer you greater career advancement and a higher pay check.

Don't just think about the job. Find out if you have the minimum qualifications. Call or stop at the campus Personnel Services Office.

A personnel officer will review your qualifications, training, and experience and explore campus-wide opportunities with you. If you have the qualifications for the particular job (or a personnel officer may steer you to still another job for which you qualify), you will be scheduled for a civil service examination at a time approved by your supervisor. Time spent taking the examination will be with pay.

Good luck!

# Chancellor Receives Grant

Chancellor J. W. Peltason, UIUC, has accepted an invitation from the Danforth Foundation to be one of



Chancellor Peltason

20 scholars to receive a special grant to be used for professional advancement.

The Danforth program provides opportunities for college and university administrators to enlarge their perspectives of current and future educational issues and to reinforce the administrator's leadership capabilities in higher education.

Chancellor Peltason will carry out research in the growing body of literature relating to higher education and will consult with educational administrators at other institutions, the intent being to gain additional perspectives on problems confronting the campus administrator, especially in a multicampus system.

Chancellor Peltason will carry out research in the growing body of literature relating to higher education and will consult with educational administrators at other institutions, the intent being to gain additional perspectives on problems confronting the campus administrator, especially in a multicampus system.

## Energy Cost-cutting Suggestions Published

A 68-point checklist of energy cost-cutting suggestions for homeowners or planners has been published by the Small Homes Council-Building Research Council at UIUC.

The list covers both summer cooling and winter heating.

The circular "Living With the Energy Crisis" was prepared by Prof. Seichi Konzo, UIUC mechanical engineer, an internationally-known authority on home heating and cooling, and Prof. Wayne L. Shick, UIUC architect. It is one of a series of 32 nontechnical circulars for homeowners and planners published by the council.

Others with information on home heating and comfort include "Heating the Home," "Cooling the Home," "Insulation in the Home," "Fuels and Burners" and "Chimneys and Fireplaces."

Single circulars are 25 cents each, the full series of 32 is \$4.50 from Small Homes Council-Building Research Council, University of Illinois at Urbana-Champaign, One Saint Mary's Road, Champaign, Illinois 61820.

*Staff Observer* is published by the University of Illinois Office of Nonacademic Personnel, 302 Illini Tower, Champaign, Illinois. Jean Somers, Editor. Telephone 333-2788.

## PSO to Be Represented in Suspension Planning

To conform with a recent addition to civil service rules regarding disciplinary suspension, a phrase is being added to Procedure D,3 of Chapter VIII, Conduct and Discipline of the *Policy and Rules — Nonacademic*.

The new civil service rule requires that a supervisor discuss the specific problem pertaining to contemplated suspension with the employee and with the director of the campus Personnel Services Office or his designee before a suspension notice is served. Such discussion with the employee has been required by the University for some time. Inclusion of Personnel Services Office representation is provided for by the addition to Procedure D,3 as reflected below. Only the first two sentences are reproduced. Material in italics is new.

D,3 A disciplinary suspension of not more than thirty calendar days may be imposed upon an employee. Suspension action will be taken only after the supervisor has discussed the specific reason(s) for the suspension with the employee and with the *director of the Personnel Services Office or his designee*, the employee has had an opportunity to state his side of the matter to his supervisor, and the supervisor has considered the employee's response. . . .

## DID YOU KNOW?

... that a crew of dedicated workers armed with paper towels saved 155 books completely soaked by water which poured through the ceiling of the Map and Geography Library at UIUC last summer?

The soaked books were among some 2,000 volumes and 40 maps spattered by water. A crew of workers supervised by Ms. Bertha Claire, a library clerk III, saved all except two of the volumes.

... that gifts and bequests to the University of Illinois Foundation, the organization which encourages volunteer financial support of the University and serves as financial agent in a variety of transactions, totaled \$5,463,456 in the 12-month period ended June 30, more than doubling the amount received the year before? The gain was 123%.

# Growth and Improvement Key to UIMC Activities

The key words in describing the UIMC campus are "growth" and "continued improvement," according to Chancellor Joseph S. Begando.

He points out that in September the new Library of the Health Sciences opened at 1750 West Polk Street. The vacated library space will be used for the expanding programs of the College of Medicine.

Over the summer, the Board of Trustees of the University approved a capital planning program for a 500-bed hospital to replace the present obsolete facilities. The trustees acknowledged that the hospital is in "a state of crisis which threatens its educational mission, patient care capabilities, and public image."

The trustees dismissed as not feasible a considered merger of the resources and management of the University of Illinois Hospital and the Cook County Hospital for construction of a 1,000 bed hospital. However, joint planning by the two hospitals will continue to provide services which complement but do not overlap one another.

Planning for the new hospital has been underway for the past four years. Legislative approval for the proposed new hospital could be sought as early as fiscal 1974-75. The present 600-bed facility includes structures built in the 1920s and an addition in 1953. Each day more than 900 persons are examined and treated at the hospital's 36 outpatient clinics.

Chancellor Begando also notes daily events which substantiate the University's claim to growth and progress. The first class was gradu-

ated from the School of Public Health on September 1, 1973. The 19 graduates have previous academic credentials ranging from baccalaureates in political science, biology, and urban planning to doctorates in medicine. The majority of graduates will be employed in the official health agencies of government, but voluntary health agencies, environmental protection agencies, and clinical centers will attract these and future graduates.

The School of Public Health was established to serve as a statewide resource. Priority is directed to service programs applicable to the most pressing health problems in Illinois.

In September another community health center, at Mount Morris, opened to the public in conjunction with the University's program to provide medical education and to give health care in those areas where the centers are located. Other health centers are located in Durand, Kirkland, and Belvidere; all are a part of the program of the Rockford School of Medicine, College of Medicine.

Students from the Rockford School of Medicine, under the direction of the physicians in charge, spend some time each week in these small communities.



Chancellor Begando



# STAFF OBSERVER

PUBLISHED FOR NONACADEMIC PERSONNEL OF THE UNIVERSITY OF ILLINOIS

VOLUME 9, NUMBER 1, JANUARY 1974

## Policy and Rules—Nonacademic Revisions

Revisions and additions to *Policy and Rules—Nonacademic* have been approved:

- To clarify the function of the University Nonacademic Personnel Advisory Committee following reorganization within the University administration.

- To reflect what has been the general practice of the University when it is necessary to reduce the size of the work force; that is, to accomplish such reduction by attrition whenever feasible rather than by layoff.

- To make it clear that decisions which are clearly management prerogatives and which are made in accordance with applicable laws and regulations are excluded from arbitration.

- To provide for the speedy and more effective resolution of classification questions through technical channels rather than via the normal grievance procedure. This is accomplished by establishing a special procedure for position classification review.

All of the revisions, reproduced next, are in effect and should be added to your *Policy and Rules—Nonacademic* handbook.

### Chapter II

#### Rules A and B

(In your handbook, please delete the following final sentence of Rule A.) The President receives advice from the University Nonacademic Personnel Advisory Committee appointed by him.

(Add the following as a final paragraph to present Rule B.) The University Director receives advice on the shaping of programs and services related to nonacademic personnel from the University Nonacademic Personnel Advisory Committee. Members are key university and campus officials designated by the President.

### Chapter V

#### Rule C

##### C. Management Rights in Selection

The selection from among qualified candidates to fill a position is a management prerogative provided that it is accomplished in

compliance with the rules and procedures of the University Civil Service System of Illinois. Employee grievances relating to such selections are not arbitrable.

### Chapter V

#### Procedure E

##### E. Special Procedure for Position Classification Review

An employee's request for review of the appropriateness of his position classification and/or pay range shall be handled by the Personnel Services Office. Additional review may be made at the campus level if deemed appropriate by the Chancellor or his designee. Such review or reviews should be completed within 30 calendar days of the date the request is received. The employee may request further review by the University Office of Nonacademic Personnel, to be completed within 30 calendar days of receipt. The time limits specified above may be extended for good cause by the University Director of Nonacademic Personnel.

The employee may seek further review by the University Civil Service System of Illinois in accordance with Civil Service rules and procedures. A complaint concerning an individual's position classification may not be appealed to arbitration nor may a complaint regarding an individual's pay under the University Plan.

### Chapter V

#### Rule D

##### D. University Director of Nonacademic Personnel Step

3. If the decision of the University Director of Nonacademic Personnel does not resolve the grievance acceptably to the employee, the grievance may be moved to arbitration, unless arbitration is specifically precluded by other provisions of the *Policy and Rules—Nonacademic*, and provided the request for arbitration is filed within 30 calendar days after receipt of the decision at the University Director of Nonacademic Personnel level.

### Chapter XV

#### Rule D

##### D. Reduction in Work Force by Attrition

Any reduction in the size of the nonacademic work force will be accomplished to the extent feasible by attrition. A layoff of one or more status employees for other than a temporary period will require approval by the Chancellor or his designee.

### Grievance Counseling

#### Is Available to Staff

A pre-grievance counseling and information service for nonacademic staff at UIUC has been established to assist persons who may have a complaint or need advice as to their rights but who are not sure of the related policies of the campus nor the mechanisms for seeking relief. Counseling also is available at the other two campuses.

Operated in part through the Office of Affirmative Action-Nonacademic, directed by James Ransom, Jr., 136 Personnel Services Bldg., UIUC, the counseling service is available to any staff member who believes he or she is being discriminated against for reasons of race, sex, color, religion, age, or national origin in areas such as employee benefits, pay, promotion, or classification. Pre-grievance counseling service also is available through the UIUC Personnel Services Office to employees whose problems are not related to discrimination. Calls may be directed to Paul Hursey, Labor and Employee Relations Supervisor, at 52 East Gregory.

At the Medical Center, employees and supervisors may seek advice from Patricia Denton, Associate Director and Manager of the Employment section, and James P. Walsh, Labor Relations Officer, UIMC Personnel Services Office, both located in 310 Administrative Office Building.

Chicago Circle staff wishing assistance may contact Mr. Walsh; Malcolm Lee, Assistant to the Vice Chancellor for Equal Employment Opportunity, 710 University Hall; Joseph Vaughn, Equal Employment Opportunity Officer, 709 University Hall; or Lee Notava, Director, Per-

## Claims Sent to State

One hundred and fifty claims against the Northeastern Life Insurance Company and 45 claims against Blue Cross-Blue Shield have been sent to Nolan B. Jones, Director of the State Department of Personnel, the Office which entered into contracts with both companies for insurance coverage for state employees.

These claims represent a return of coupons published in November in the *Staff Observer* and *Faculty Newsletter* from employees complaining of slow claims processing. For some, such delays have resulted in harassment by hospitals, doctors, and collection agencies demanding payment, and for others, the threat of law suits.

University President John E. Corbally Jr. has written to Director Jones (a) outlining the problems, (b) informing him that the University sent the above complaints to his office, and (c) seeking his cooperation in obtaining prompt collections.

James R. Gallivan, University Supervisor of Insurance, explains that complaints against Blue Cross-Blue Shield probably are not a result of slow claims processing. "The problem is that the company does not send an acknowledgment to a University staff member when a claim has been paid. After checking with the company, we find that the contract does not call for such acknowledgment, and that Blue Cross-Blue Shield will not send one unless the state agrees to pay for the added service," said Mr. Gallivan. "As it stands now, a hospital, doctor, or laboratory generally bills the insurance company directly, and the company sends payment directly back to the medical service. This is confusing to the employee. Sometimes, a person does not know the cost of medical charges, or if they are paid, unless there is a balance due."

While the Insurance Office at each campus does not process state insurance claims, employees may call that office for advice on claims problems.

sonnel Services Office, 701 University Hall.

Policy, rules, and procedures regarding grievances are found in Chapter V, Grievances of the *Policy and Rules—Nonacademic* handbook.



# Councils Elect Retirees Continue University Interest

At each campus, there is a Non-academic Employees Council composed of elected representatives who propose and review benefits and other working conditions which will affect nonacademic staff. At the January meetings, officers were elected.

## UICC

At UICC, the campus has been divided into districts and employees are elected to represent particular areas.

New officers of the UICC Council are Karen Weigand, District 5, Library; Walter Washington, District 10, Physical Education Building, Roosevelt Road Building, and Green House; Ellenora Bose, District 7, Chicago Circle Center and Hull House; and Francis Strnecki, District 11, Services and Utilities Building.

Also serving on the Council are: Rita Bell, District 1, Education and Communications Building; Lee Tonon, District 2, Behavioral Sciences Building; Sarah Seaton, Leona Johns, and Mildred Snell, District 3, University Hall; Anita Hill, District 4, Architecture and Art Building and Jefferson and Henry Halls; Lucille Styblo, District 5, Library; Henry Walli, District 6, Science and Engineering Offices, Grant, Douglas, Lincoln, Taft, Burnham, and Addams Halls; Sharon Thannert and Art Brown, District 7, Chicago Circle Center and Hull House; William Bates, District 8, Science and Engineering Laboratories; Ann Weigand, District 9, Science and Engineering South; and Gunnar Anderson, Ray Jensen, Lu Dobiliauskas, and J. W. Veal, District 11, Services and Utilities Buildings. District 10 is represented by Mr. Washington.

The two immediate past presidents, Janice Watkins and Bill Ross, continue on the Council as ex officio members.

Soon the UICC and UIMC Personnel Services Offices will canvass employees regarding the three of the nine holidays which may be observed on different days at each campus. The Council has been asked to help decide how employees will be contacted to see which commemorative days have greatest popularity at this time.

The Council also is concerned with safety in the campus parking areas, and is exploring the possibility of having campus phones installed. While the lighting has been improved, the Council is concerned with ending theft of fire extinguishers from the parking garages.

## UIMC

Francis Gaughan has been re-elected chairman of the Medical Cen-

(continued on page 3)

In recent months, many people began a new life style upon retirement from the University. Some are traveling, others are deeply involved in community service work and in spending more time with friends and relatives, and still others are working in new jobs. All share a continuing interest in the University where, as you read the list below, you will see that many spent numerous years of their work careers.

Give the ones you know a telephone call or drop them a note. Fill them in on unit news. If you have a departmental newsletter, send them a copy. Also send copies of other University publications you believe they would enjoy. They will appreciate hearing from you and about the University.

## URBANA-CHAMPAIGN CAMPUS

Name	Classification	Department	Service Years
Luther Welch	Building Service Worker	Operation & Maintenance	28
Anie McConicka	Kitchen Helper	Housing Division	28
Ethel Vandeventer	Maid	Housing Division	8
Roy Williams	Steam Distribution Foreman	Plant & Services	21
Eldon Holzhausen	Carpenter	Plant & Services	26
Thomas Wimmer	Operating Engineer	Plant & Services	21
Roy Cekander	Garage Attendant	Plant & Services	23
Wesley Brash	Fire Chief Battalion	Plant & Services	35
Daniel Pearson	Lead Operating Engineer	Plant & Services	51
Joseph Blaze	Coordinator Parking & Traffic	Campus Parking	25
Russell Meeker	Supv. of Motor Vehicle Div.	Campus Parking	13
Elbert McDaniel	Architectural Superintendent	Plant & Services	18
Clarence Fuoss	Instrument Maker	Materials Research Lab.	11
Jack Honn	Building Service Foreman	Plant & Services	34
Oliver Clark	Operative Crane Engineer	Plant & Services	25
John Kern	Pipefitter	Plant & Services	36
Clyde Roberts	Accountant III	Plant & Services	24
Jack Sowers	Fire Chief Battalion	Plant & Services	35
Harold Reinhart	Building Service Worker	Plant & Services	28
John Walsh	Building Service Worker	Plant & Services	28
Joseph Sinnott	Building Service Foreman	Plant & Services	33
Laura Saddler	Kitchen Helper	Residence Halls	3
Ruth McKnight	Secretary Stenographic	Advertising	9
Alvin Schaefer	Master Airport Mechanic	Institute of Aviation	27
Elaine Hill	Library Technical Assistant I	Library	20
Mary Fleming	Secretary Stenographic	French	14
Mary Warmbier	Kitchen Helper	McKinley Hospital	21
William McIntyre	Building Service Foreman	Operation & Maintenance	32
Harry Carlson	Building Service Worker	Operation & Maintenance	11
Merle Dunn	Building Service Worker	Housing Division	21
Gwendolyn Gudgel	Kitchen Helper	Housing Division	22
Grace Rich	Work Program Participant	County Farm Extension	4
Darland Smith	Natural Science Lab. Asst. III	Dairy Science	11
Ralph Rivera	Senior Laboratory Mechanic	Computer Science	14
Lawrence Hovis	Construction Laborer	Operation & Maintenance	20
Otto Smith	Lead Operating Engineer	Operation & Maintenance	27
Shirley Myers	Asst. Grounds Gardener & Grounds Worker	Operation & Maintenance	15
Douglas McGehe	Grounds Subforeman	Operation & Maintenance	11
William McFall	Building Service Worker	Operation & Maintenance	19
Robert McIntyre	Building Service Worker	Operation & Maintenance	29
Thomas Spitz	Building Operating Engineer	Illini Union	32
Ella Mitchem	Food Service Cashier I	Illini Union	22
Henry Williams	Building Service Foreman	Housing Division	31
Juanita Davis	Maid	Housing Division	10
Raymond Broderick	Building Service Worker	Plant & Services	25
Arthur Hennis	Building Service Worker	Housing Division	22
Lila Hayes	Kitchen Helper	Robert Allerton House	20
Anna Ray	Natural Science Lab. Asst. II	Veterinary Medicine	25
Edith Liggett	Kitchen Helper	Housing Division	20
Minnie Bickers	Kitchen Helper	Housing Division	30



# Councils Elect

(continued from page 2)

ter Nonacademic Employees Council; he represents Craftsmen. Other officers and the occupational areas they represent are: Donald Glennon, vice-chairman, Craftsmen; Beverly Lehmann, treasurer, Supervisory and Administrative; and Edwina Williams, secretary, Clerical.

Other Council members and the occupational areas they represent are: Rudolph Bareena and Mitchell Maltela, Laboratory, Stores, and Technical; Josephine Doleiamore, Supervisory and Administrative; Jesse Epps and Nithia Upshaw, Auxiliary Services; Rosa Gaines and Kathleen Nevels, Nursing Service Employees.

Also, Joell Mitchell, Clerical Employees; Barbara Anderson and Emma Smith, Building Operations; and Gladys Monday and Gladys Voorhies, Food Service.

The January Council meeting was mainly one of reorganization. Chairman Gaughan reports that Council efforts to obtain discounts at Disney attractions in Florida and California have been quite successful, and that UIMC staff have been satisfied with arrangements. Those wishing discount cards should contact Chairman Gaughan at E-25 B, 935 Building, UIMC.

Council members also had an interchange of ideas regarding recreational activities presently offered at UIMC, and those which might be offered in the future.

The Council meets the second Tuesday of each month. Employees wishing to suggest subjects for consideration should contact their Council representatives.

## UIUC

Julia M. Siler, Routing Dispatcher III, has been elected president of the Nonacademic Employees Advisory Council at UIUC. Other officers are Patrick Conlin, Food Service Administrator II, vice president; Al Saldeen, Electronics Engineering Assistant, secretary; and Joseph Donze, Sheet Metal Worker, treasurer.

Other elected members are Harry Brady, Building Service Foreman; Gene Creek, Storekeeper III; Vernon Harris, Agricultural Gardener; and Lois Owens, Chief Clerk.

To increase representation, the following persons also attend Council meetings: Marjorie Beasley, Administrative Secretary; Norman Busboom, Electronics Technician II; Fred Cobb, Equal Opportunity Officer I; Judie Fair, Office Appliance Operator II; Eugene Flynn, Elevator Mechanic; Howard McIntosh, Electrician; Jerry McNeil, Building Service Worker; Bess Matteson, Administrative Aide; Brenda Nolan, Adminis-

(continued to page 4)

Name	Classification	Department	Service Years
Cora Ashly	Clerk I	Housing Division	9
Alice Stowe	Junior Proofreader	Print Shop	21
Margaret Gilbert	Library Clerk II	Library	11
Helen Mackey	Typing Clerk II	Electrical Engineering	12
Edna Gordon	Clerk I	Agriculture Admin.	11
Rachel Lindeman	Natural Science Lab. Asst. II	Veterinary Research	3
Jack Kesterson	Furniture Repairman	Plant & Services	35
Elmer Kleiss	Maintenance Worker	Institute of Aviation	27
Ina Jensen	Natural Science Lab. Asst. II	Veterinary Medicine	15
Emma Raup	Cook	Illini Union	6
Lenora Updike	Natural Science Lab. Asst. I	Microbiology	16
Irene Stiebner	Maid	Housing Division	26
Marie Albers	Maid	Housing	9
John Saliday	Building Service Worker	Plant & Services	7
Lela McElwee	Natural Science Lab. Asst. II	Microbiology	25
Marie Strack	Kitchen Helper	Illini Union	6

## CHICAGO CIRCLE CAMPUS

Name	Classification	Department	Service Years
Arthur Tiffany	Police Officer IV	PP Police Watch	18
Eva Hamilton	Library Technical Asst. II	Library	13
Ansel Miller	Physical Sciences Tech. Asst.	LAS Physics	10
Flora Costea	Clerk-Typist III	College of Education	16
William Ringhand	Pipefitter	PP Building Maintenance	27
William Burke	Boiler Room Fireman	PP Utilities	16
Henry Tesch	Painter Chargeman	PP Building Maintenance	34

## MEDICAL CENTER CAMPUS

Name	Classification	Department	Service Years
Lotus Barnes	Administrative Secretary	Hospital Laboratories	9
Nancy Berry	Food Service Worker IV	U of I Hosp. Dietetics	25
Fannie Billups	Patho-Technologist	ALSM Otolaryngology	20
Alice Birch	Clerk-Typist III	ALSM Orth. Surgery	38
Elizabeth Browne	Library Technical Asst. II	Lib. of Hlth. Science	19
Robert Cline	Food Service Laborer	Auxiliary Food Service	2
Verbie Dotson	Food Service Worker III	Auxiliary Food Service	7
Frank Dukes	Architectural Electrical Eng.	PP Planning & Engineer	25
Albert Gasper	Architectural Superintendent	PP Planning & Engineer	8
Nathaniel Jackson	Bio Chemistry Technologist	SBMS Biological Chemistry	28
David Kennedy	Painter Chargeman	PP Building Maintenance	24
Nadine Kirksey	Hospital Service Worker	U of I Hosp. Housekeeping	6
Elena Kruse	Nursing Technician	U of I Hosp. Nursing	26
Henry Luethji	Laboratory Assistant I	Pharmac/Pharmacognosy	30
Estella Mason	Hospital Service Supervisor	ALSM Medicine	25
Anna McEnery	Secretary Stenographic	U of I Hosp. Administration	25
Lorraine McNeill	Secretary Stenographic	ALSM Psychiatry	10
Lucille Menze	Secretary Stenographic	U of I Hosp. Administration	10
William Menze	Storekeeper I	PP Building Maintenance	9
James Moran	Plant Operating Engineer	PP Heat Light & Power	36
Marjorie Nadle	Administrative Secretary	ALSM Pediatrics	10
Theodore Roth	Plant Operating Engineer	PP Heat Light & Power	15
William Schroeder	Plant Operating Engineer	PP Heat Light & Power	21
Henry Shelly	Typing-Clerk III	Hospital Radiology	5
Ida Stephan	Secretary Stenographic	ALSM Ortho Surgery	42
Anna Strueck	Elevator Operator	PP Building Operations	14
Viola Swanigan	Laboratory Helper	SBMS Pharmacology	12
Annie Tillman	Laboratory Assistant I	Dent. /Dental Clinics	20
Rose Walsh	Chief Clerk	ALSM Anatomy	24
Harriet White	Assistant Director of Nursing	U of I Hosp. Nursing NPI	42
Henry Williams	Equipment Attendant	U of I Hosp. Infirmary	21



## GETTING AHEAD

### in the University work force

January is a good month to assess the present, and plan for the future. Take a good, hard look at your job.

Pretend you are leaving it in two weeks. Make a list of your duties and responsibilities for your "successor." Include on-going and special projects. Next list assignments you have put off, but which need to be done. Put the list away for a day.

When you get it out, honestly evaluate whether you have been doing your best in each area. Mark everyday duties you could do better, and resolve to do so. Set realistic deadlines for accomplishing special projects. Work out plans to launch new assignments.

Get the list out from time to time. Update it. Review your work efforts.

Each day give your job your best, so that when the time comes for a raise or a promotional opportunity, you will move ahead.

## It's Not Human, But... A Thermostat Is Sensitive

Since the energy crisis surfaced, thermostats are receiving greater attention. People are looking at them more, and for the first time, many persons are wondering just how thermostats should be treated to get maximum efficiency. Knowledgeable people give this answer: with care and by those specially trained.

A thermostat is a sensitive instrument with an important mission. By operating equipment, a thermostat attempts to maintain room temperature. When handled carelessly, it breaks down and people suddenly find themselves too cold or too hot.

Let's say a thermostat is set at 68°. When the temperature in the room goes above that, the thermostat turns off the heating equipment, and when it drops below 68°, it turns the equipment on.

There are other heating sources—sunlight, electric lights, powered equipment, and people—not controlled by a thermostat. If several people are in a room, the temperature probably will be higher than if it is occupied by only one person.

Because a thermostat is sensitive, it's important that it be protected from influences which do not reflect the overall temperature of the room. For example, if a bookcase is placed in front of a wall thermostat, the instrument probably will not be able to pick up the true room temperature. Also a coffee pot or lamp placed on a table near a thermostat will cause it "to register" that the entire room is warmer than it is. With thermostats set lower to conserve energy, it's important that each one be allowed to do its job without any hindrances.

### Special Training

Because of their sophisticated mechanisms, thermostats should be adjusted only by those with special

training. When untrained persons have attempted adjustments, thermostats have been broken, sometimes beyond repair. At UIUC it is estimated that several hundred thermostats are replaced each year, at a cost of approximately \$50 each, because persons (a) attempt adjustments which upset the calibration or break interior parts, (b) rip thermostats off walls because they are either too hot or too cold, or (c) try to control the thermostat by some artificial means. One example of the latter resulted in a melted thermostat. Several hundred times \$50 is a pretty big expense, and doesn't include the cost of fuel wasted.

Service men who have had long-service in the field point out that thermostats are temperamental devices that need to be adjusted—including setting for the desired temperature and calibrating—with patience. Adjusting of the temperature dial and calibration should be done gently so as not to disturb the sensitivity of the parts within the thermostat. A trained person is needed to properly calibrate the thermostat—an important step in making it actually control to the set temperature.

### Thermometer Watching

Since the energy crisis, more persons are watching thermometers. To see what the room temperature is, they look at the thermometer set in the enclosure. This is not always reliable. Thermometers used in thermostats are generally inexpensive and give only an approximate room temperature. Remember: the presence of people, lighting, and powered equipment will raise room temperature; however, such a higher resulting temperature does not mean that needless fuel is being used (or that one room is being heated more gen-

## Blood Needed

How about doing something for another person? Give a pint of blood.

This is the time of year hospitals all over the country experience shortages of blood. Historically, sickness and accidents go up, and blood donations go down. As a result, surgery is sometimes postponed and emergency patients actually die for lack of adequate blood supplies.

According to a release from the Chicago Area Unified Blood Program, most healthy people between the ages of 18 and 66 who weigh more than 110 pounds can give blood as often as five times a year, with a minimum of eight weeks between donations.

UICC and UIMC staff may arrange an appointment to give blood by telephoning extension 6970 at the University of Illinois Hospital. Hours are: Monday through Friday—9:00 a.m. to 8:00 p.m., Saturday—9:00 a.m. to 4:00 p.m., Sunday—1:00 p.m. to 5:00 p.m.

The VIP Blood Program at UIUC continually sponsors Blood Drives. Watch the *Daily Illini* for dates.

cously than another) for if the thermostat is set at 68°, it will not turn on the equipment that heats a room until the temperature begins to cool.

A thermostat needs careful handling and must be free of objects that would disguise the overall room temperature. To help save fuel and replacement costs, next time a thermostat in your area needs adjustment, request servicing by telephoning:

Chicago Circle	2834
Medical Center	7511
Urbana-Champaign	3-0340

Please be patient. The work load to adjust and repair thermostats has increased. Repairmen are responding as quickly as possible.

## Councils Elect

(continued from page 3)

trative Secretary; John Radmaker, Carpenter; Jean Somers, Administrative Assistant; and Jean Williams, Clerk-Stenographer III.

President Siler reports that Jack Hayes, Food Service Administrator III, is serving on the Illini Union Board, and Stanley Bengston, Electronics Engineering Assistant, is serving on the Transportation and Traffic Committee. Mr. Hayes and Mr. Bengston will report activities of the Board and Committee to the Council. The Illini Union Board, composed of faculty, staff, and students, makes policy recommendations to the Chancellor on the use and operation of the Illini Union at UIUC. For example, the Board reviews plans for remodeling and redecorating projects, the setting of food prices, and drafts policy regarding the use of space by outside groups.

The Transportation and Traffic Committee is a policy making group for all matters related to driving and parking on the UIUC campus. While primarily concerned with automobiles, the Committee also concerns itself with the problems of pedestrians and those who ride bicycles as such concerns relate to automobile traffic.

At the January Council meeting, members heard Professor Gerald Brighton, chairman of the Academic Calendar, discuss problems associated with holidays observed by nonacademic employees, but not by students and faculty. This occurred on Veterans Day last fall. The Council weighed the needs of the Calendar and the needs of nonacademic employees and are in the process of preparing a recommendation to Vice Chancellor J. W. Briscoe.

The Council also evaluated an informal campus grievance procedure proposal which provides for guidance assistance from staff within the Office of the Campus Nonacademic Affirmative Action Officer regarding grievances based on race, sex, religion, national origin, or age, and endorsed it as of benefit to employees who wish assistance in solving such problems informally or who wish professional assistance in using the grievance procedure.

The Council also reviewed an explanation of "Salary Pool Units—Their Purpose and Function," preliminary to it being circulated in *Communique*, the Personnel Services Office newsletter at UIUC.

A variety of other projects are in the developmental stages.

*Staff Observer* is published by the University of Illinois Office of Nonacademic Personnel, 302 Illini Tower, Champaign, Illinois. Jean Somers, Editor. Telephone 333-2788.



# STAFF OBSERVER

PUBLISHED FOR NONACADEMIC PERSONNEL OF THE UNIVERSITY OF ILLINOIS

VOLUME 9, NUMBER 2, FEBRUARY 1974

## State Comptroller To Issue Payroll Checks

Effective July 1, 1974, the State Comptroller will process payroll checks for all University employees paid from funds held in the State Treasury. This is in compliance with the State Comptroller's Act of 1972. Six points of interest to staff are:

1. If an employee is paid from State-held funds, in part or in total, after July 1, 1974, the employee will be issued a State of Illinois check from the State Comptroller's Office. If an employee is paid from nonstate funds, in part or in total, then the employee will be issued a University check. As a result, *some* employees may receive two checks each pay period rather than the current single check.

2. The University will be allowed to retain or establish its own pay dates. Therefore, every effort is being made to see that the date you receive

your check(s) will be the same as now scheduled. However, it may not be possible to prevent some delay in the pay schedule of undergraduate students and temporary (irregular, extra help, etc.) nonacademic employees.

3. The University will continue the present method of making final distribution of all payroll checks, including preauthorized deposits into employee bank accounts.

4. The University plans to provide all employees with total earnings and deduction information, when both State-held funds and University-held funds are involved, but the design of the forms, reprogramming, and other factors may not make this possible by July 1, 1974. An earnings statement from both the State Comptroller and the University will be provided until such time as a combined form is available.

5. For an employee receiving two checks, the sum of taxable deductions and all other deductions will be the same as under the present one-check system. The sum of the net pays will equal the present single net payment amount.

6. The State Comptroller's Office will issue a W-2 for payments which it makes, and the University will issue a W-2 for payments made by the University. Therefore, in 1974, all current employees paid from any State-held funds after July 1, 1974, will receive at least two W-2 withholding statements.

Further information will be released as the State Comptroller's program develops. Questions concerning any of the above points should be directed to R. N. Parker in the University Office of Financial Affairs, 342 Administration Building, UIUC.

## Board Names Russell To New Post

George A. Russell, Acting Dean of the Graduate College and Associate Vice Chancellor for Research and Development at UIUC, has been appointed Associate Vice President for Academic Coordination for the University.



George A. Russell

In this newly-created position in the Office of Vice President Barry Munitz, Russell will have responsibility for academic coordination among the three campuses of the University, including planning, implementation, and evaluation of university-wide programs and policy issues related to graduate education and research.

In other action at the February meeting of the Board of Trustees of the University, Prof. Walter L. Arnstein was appointed Chairman of the Department of History at UIUC. He has been a history professor at UIUC since 1968.

Among the other appointments made were Richard M. Michaels, Director of Research in the Transportation Center, Northwestern University, as Director of the Urban Systems Laboratory and Professor of Urban Systems Engineering at UIUC, and David W. Snyder, Assistant Bursar at UIUC, as Director of the University Payroll Office.

they may receive an employee for a six-month probationary period free of any cost to the department. In exchange for that, I ask that the supervisor provide the necessary additional job training—in an atmosphere supportive of the goals of the program."

Results have been very good. "Supervisors have expressed great satisfaction with those they hired, and have said that they are as dependable as other employees in their offices," said Mrs. Opyd.

The UICC campus hopes to receive another grant for this program in 1974.

## Civil Service Group Begins Study of Several Topics

At the January meeting, University Civil Service Advisory Committee members voted to continue in leadership roles Eugene Flynn, UIUC, chairman, Charles Hickman, UIMC, vice-chairman, and Bess Matteson, UIUC, secretary.

Patricia Curtis, DSCC, Springfield, Data Processing Analyst, and Patrick Hughes, UICC, Plant Operating Engineer, UICC, both of whom were unopposed for reelection are beginning new four-year terms, and Marjorie Beasley, UIUC, Administrative Secretary, is starting her first term on the Committee.

Other University of Illinois representatives on the Committee are: Anna Ware, UIMC, Administrative Aide, and John Radmaker, UIUC, Carpenter.

Chairman Flynn appointed a number of committees to study and, as appropriate, make proposals on the following topics.

The Holiday committee, on which Mrs. Matteson, Mr. Hughes, and Mr. Radmaker serve, will study the State of Illinois holiday plan, the Martin Luther King holiday, and paid holidays for members of the crafts.

Mrs. Curtis and Mrs. Beasley are members of the Committee to Study

Merit Board Composition and will determine the advantages and disadvantages of including public members on the Merit Board.

As members of the Public Meeting Law committee, Mr. Radmaker and Mr. Hughes will answer the question: Should the Merit Board continue to hear employee grievances, appeals, and other personnel matters in closed session.

Mrs. Ware, serving on the Demotion and Discharge committee, will help draft suggestions on how to handle more quickly demotion and discharge cases requiring System and Merit Board action.

The Executive Committee will be looking at problems related to principal administrative employees, temporary appointments, and irregular appointments, and will work on drafting guidelines related to lesser units. Members of the Committee are Mr. Hickman, Mr. Hughes, Mrs. Matteson, Mrs. Ware, and Mr. Flynn.

Chairman Flynn will serve on the Seniority Study Committee appointed by the University Civil Service System of Illinois.

Employees having comments regarding topics under study by the

## UICC Program Is Success

Eight persons who formerly received welfare aid now are part of the nonacademic work force at the UICC campus as a result of a federally funded program. Seven more persons who received their initial employment at UICC have found jobs elsewhere.

The Welfare Demonstration Program, administered by the UICC Office of Personnel Services, Lee J. Votava, Director, has been funded through the U.S. Department of Labor for a two-year period. Funding pays salaries of the participants who are referred to the University by the Chicago Welfare Office.

In discussing the program, Felicia Opyd, Personnel Officer, said: "Before we try to place employees—most of them clerical—they must pass a Civil Service examination, as would any other employee." When she has candidates, Mrs. Opyd goes to the heads of various UICC departments having openings. "I explain the program to them, and that

committee should contact their campus representatives or Mrs. Matteson at 212 Physics Department, UIUC.



# Form Work/Study Sessions

Four special work/study committees have been appointed by the University Civil Service System of Illinois.

The Selective Certification Study Committee, chaired by Emil Petersen of the System Office, is concerned with analyzing present procedure, philosophy, and practice with a view toward possible improvement in administration. Target for completion of this study is spring or summer. Edward Sawtelle of the University Office of Nonacademic Personnel is on the Committee, as are Charles Hickman and Bess Matteson, members of the University Civil Service Advisory Committee.

Mr. Petersen also chairs the Discharge/Demotion Study Committee charged with (1) analyzing related present rules and procedures for improvement and reduction of time lags in cases where Merit Board review

is requested; (2) establishing Designated Employer Representative's and Director's input before a Discharge/Demotion Hearing to minimize case-work load, and (3) analyzing present suspension rules, procedures, and philosophies for possible reduction in Discharge and Demotion actions. A preliminary report is due to the System Director by spring or summer. Anna Ware and Charles Hickman, University Civil Service Advisory Committee members, are taking part.

Representing the University of Illinois on the Principal Administrative Appointments Committee, chaired by Ralph Ivens of the System Office, are Robert E. Hartz, Assistant to the Vice Chancellor, UIUC, and Donald S. Rubenstein, University Director of Nonacademic Personnel. The goal of this Committee is to recommend criteria for implementation of Section 36e(3) (in the Statute creating the System) to the various advisory committees to the Merit Board for comment prior to submission to the Administrative Advisory Committee and to the Merit Board.

Mr. Rubenstein also serves on the Seniority Study Committee chaired by Mr. Petersen. Also on the Committee is Eugene Flynn, chairman of the University Civil Service Advisory Committee. This committee is charged with (1) defining the basis of computing seniority, and (2) analyzing and studying current seniority rules for possible revisions, additions, or deletions.

## Diversify Portfolio With Series E Bonds

To diversify your investment portfolio, consider Series E U.S. Savings Bonds, available through payroll deduction. Their interest rate has gone up—from 5½% to 6%—and their maturity rate has been shortened—from 5 years, 10 months to 5 years.

The changes were effective December 1. Those already holding E Bonds need take no action to take advantage of the higher interest.

Series E Bonds, purchased on or after December 1, 1973, earn 6 percent interest, compounded semi-annually, when held to maturity of 5 years.

Yields on outstanding Series E Bonds—both new and older issues—are raised by ½ of 1 percent for their remaining life to maturity, effective with the first semiannual interest period, beginning on or after December 1, 1973. There would be no advantage in redeeming present E Bond holdings to buy new Bonds.

Purchase price of new bonds remains unchanged. University staff may acquire these E Bonds easily by authorizing payroll deductions. The minimum amount that may be deducted each month is \$3.75. Those on the biweekly payroll who elect this minimum would have \$1.87 deducted from one pay check and \$1.88 from the other.

When completing the authorization card, you will need to know your social security number as well as the social security numbers of anyone you should designate as co-owner or beneficiary.

Arrangements for Savings Bonds deductions may be made through the Payroll section at each campus.

# Energy Officers Are Named

Vernon L. Kretschmer has been named University Energy Officer. Serving as Campus Energy Officers are: Robert P. Bentz, Vice Chancellor for Operations, UICC; Dr. Donald J. Caseley, Vice Chancellor, UIMC; and J. W. Briscoe, Vice Chancellor for Administrative Affairs, UIUC.

Kretschmer, who also serves as Director of Capital Programs, will facilitate the sharing of ideas and concerns among the campuses related to energy problems and serve as liaison with external agencies in the efforts to resolve problems.

"The current tight supply of fuels and energy is unprecedented," President Corbally said, "and this situation is expected to continue for several years. Never before has there been as pressing a need for efficient utilization of fuels and energy in all forms."

"Most of the energy savings will result from planned, systematic identification and activation of conservation opportunities. However, the participation of all employees is necessary

if the full potential in energy savings is to be accomplished."

"Further, on the job observations and know-how of employees are a valuable source of conservation ideas and their participation should be encouraged," President Corbally said.

To help, continually be alert to ways to save energy within your work unit. Report any malfunctioning of heating and air conditioning equipment. Keep doors closed between heated and non-heated areas, and between air conditioned and non air-conditioned areas. Do not open windows in heated and air conditioned areas.

Conserve the use of laboratory materials, and schedule the use of departmental equipment for periods of concentrated use. When possible, schedule anticipated large energy loads during off-peak load periods to prevent increasing overall demand and to reduce demand charges.

## Committees Concerned With Personnel Functions

At each campus and at the University level, there are advisory committees, appointed by the Chancellors and the President, concerned with programs, services, benefits, and policy and rules affecting University of Illinois nonacademic employment. Serving on these committees for 1973-1974 are the following persons.

### Chicago Circle

R. P. Bentz—chairman.  
L. D. Azuse, Irena Baleisis, F. N. Brockway, D. N. Brostrom, W. O. Brown, A. W. Catrambone, William DeFotis, R. G. Hemminger, M. E. Kneer, Almera Lewis, E. B. Little, K. A. Morrison, L. F. Robinson, G. R. Scharfenorth, L. J. Votava, D. A. Wilson.

### Medical Center

Dr. C. A. Blomquist, chairman.  
D. W. Bonham, M. J. Campbell, A. J. Dickema, R. M. French, W. J. Hart, F. W. Houck, E. F. Lis, G. F. McGregor, Elizabeth Wesseling.

### Urbana-Champaign

R. J. Martin, chairman.  
T. C. Bloomer, R. F. Delzell, P. J. Doebel, R. E. Flexman, K. E. Gardner, P. F. Gerhart, T. Y. Kahr, S. M. Stafford, P. F. Mortensen.

### University

G. H. Bargh, chairman.  
R. P. Bentz, J. W. Briscoe, J. J. Costello, M. S. Kessler, C. A. Blomquist, V. L. Kretschmer, Martin Wagner.

## Staff Members Retire

Two employees with a total of 47 years of service to the University have retired.

Best wishes are in order for Ralph Shields, Agricultural Gardener, Plant Pathology, 13 service years; and Wayne Mizell, Farm Foreman, Agronomy, 34 service years.

## Invite Comments on Administrative Manual

Feedback and input from UIUC campus administrators and others using the Campus Administrative Manual are invited. Release of the Manual was made by Chancellor J. W. Peltason in September to Deans, Directors, and Heads of Academic and Administrative Units at UIUC.

Objective of the Manual is to collect copies of campus policy statements for handy reference use by campus administrators and to supplement information contained in six official University, Civil Service, and Campus documents:

1. University of Illinois Statutes.
2. The General Rules Concerning University Organization and Procedure.
3. Civil Service Handbook (University Civil Service System of Illinois).
4. Code on Campus Affairs and Regulations Applying to All Students.
5. Policy and Rules—Nonacademic.
6. Business Procedures Manual.

Interim Manual updating has featured two items:

1. Revised Table of Contents (as of January 1, 1974).
2. General Guidelines for the Preparation of Policy Memoranda for Inclusion in the Campus Administrative Manual.

In collecting materials, in-depth consideration is given to campus needs to pull together policy issuances disseminated in a variety of ways.

Initial release of the Manual was on a preliminary, experimental basis. Comments regarding additions to, corrections and/or modifications to the Manual may be directed to J. W. Briscoe, Vice Chancellor for Administrative Affairs, or to Miss Gladys B. Mayer, who heads the office designated with the responsibility for designing, producing, and maintaining a formal Manual. Comments in writing may be sent to 107 Coble Hall or telephoned to either Chancellor Briscoe or Miss Mayer at extension 3-0220.





These nurses at UIMC were involved in a 16-week pilot project that may well have nationwide impact. At the completion of the program the Licensed Practical Nurses I were not only qualified to pass medications, but received a certificate from the Board of Education. All the LPN's are employees of the University of Illinois Hospital. The program was developed jointly by the University of Illinois Hospital Department of Nursing, the University of Illinois College of Pharmacy, and the Chicago Board of Education Practical Nursing Program. From left to right LPN's Amonda Ball, Lois Brown, Patricia Lindsay, and Helen Jackson, along with Mrs. Marilyn Neuman, RN, associate director of nursing, Staff Development, and Susan Mendelevski, registered staff pharmacist, listen to Mrs. Caryl Allen, RN, of the Chicago Board of Education explain the program.

# Rhythm Boys Bring Smiles

Fergy's Rhythm Boys have been bringing musical joy to patients at the University of Illinois Hospital, UIMC, for more than 20 years. They are especially busy during the holiday season, but also provide musical pleasure throughout the year.

Three of the Rhythm Boys are members of the UIMC nonacademic staff: Bob Ferguson, a Pipefitter, well known as an M.C., dialect comedian, and drummer; Rudy Carpello, a Painter, whose harmonica and jingle bells are important assets at any party; and John Zuffrano, an Engineer, who, with his saxophone, has brightened the lives of patients for more than 22 years.

Their music works like magic. Patients who haven't smiled in months light up and tap their feet when the music begins. This past holiday season Fergy's Rhythm Boys were much in demand, playing at the pediatrics party (Fergy's group has appeared for 22 years) and at the fourth annual "Officer Friendly" Christmas Party for kidney patients. The latter party attracted over 400 persons; more than 200 transplant and dialysis patients, plus their families and a large group of doctors from both medicine and surgery. Entertainment, food, and gifts were in abundance and for many of the families it was their only holiday celebration. Everyone went home with a gift.

While numerous UIMC staff members, their friends, and business concerns in the metropolitan area helped make the party a great success by contributing time, food, gifts, and decorations, fellow police officers of Officer Friendly (Jack Sabas) pitched in the day of the party as did the staff of the Chicago Illini Union, who helped set up and serve.

candidate who exhibits "greatest promise" as shown by attainment in the applicant's major and related cultural fields; by the suitability of the program to be followed during the fellowship period, and by the applicant's personality, seriousness of purpose, and character.

The fellowship was established in 1931 by the late University of Illinois President Emeritus David Kinley, in memory of his wife and in recognition of her influence in promoting the fine arts at the University.

Requests for application forms and further information may be addressed to Dean Jack H. McKenzie, College of Fine and Applied Arts, University of Illinois at Urbana-Champaign, 110 Architecture Building, Urbana, Illinois 61801. Completed applications must reach the committee by April 15.

# Women's Day on Campus to Feature Five Speakers

Five women — experts on consumerism, investments, the role of women yesterday and today, and American silver — will speak at the third annual Women's Day on the Campus to be held March 28 at the Illini Union, UIUC.

A continuing education experience with both instructional and humorous moments, the program has "Women on the Scene" as its central theme. It is sponsored by the University of Illinois Alumni Association, but all women of the state — alumnae and non-alumnae — are invited. A special invitation to all nonacademic women is extended by Mrs. N. V. Filbey, formerly executive secretary of the University of Illinois Mothers Association, and general chairwoman of the "Day."

Muriel Beadle, author, columnist, social commentator, and humorist, will be the luncheon speaker on "Liberated Women on the Victorian Scene."

Earlier sessions will feature Mary Gardner Jones, professor of law and of commerce, and until recently a member of the Federal Trade Commission, on "Consumerism;" Rita Simon, professor of sociology and of communications research, on "The Changing Role of Women;" Victoria Sanders, pioneering black woman

stockbroker and vice president, Daniels and Bell Investments, Chicago, on "Women in Investments;" and Muriel Christison, associate director and curator, The Krannert Art Museum of the University of Illinois, on "American Silver."

Luncheon entertainment will be provided by "The Girls Next Door," from the Women's Glee Club at UIUC.

Information and registration forms may be obtained from the University of Illinois Alumni Association, 227 Illini Union, UIUC.

Mrs. Beadle, the luncheon speaker, is former Women's Editor of the Los Angeles "Mirror-News," and is an active free-lance writer. Her books include "A Child's Mind," and the current "Where Has All The Ivy Gone," both published by Doubleday. She also is co-author with her Nobel Prizewinning husband, Dr. George W. Beadle, until his recent retirement president of the University of Chicago, of reports on his work in genetics.

Metered parking and child care will be available. "Women's Day" begins with registration, coffee, and exhibits at 9 a.m., with the program from 9:30 a.m. to 3 p.m. The registration fee of \$6 includes coffee and luncheon.

# When Work Piles Up Talk to Supervisor

When work piles up, an employee should not work overtime without first talking to his or her supervisor.

Many nonacademic employees are eligible for overtime payments when they come in early or stay late; however, compensation for such overtime work must be authorized by their supervisors. Rather than have an employee work overtime, a supervisor may wish to reassign work among others on the staff or reorder the priority in which projects must be completed, thus eliminating the need for any one to work overtime.

# Nominate Graduates for Fellowships

Do you have a favorite relative or friend who has a bright future in music, art, architectural design, or architectural history? If so, nominate that person for the 43rd annual Kate Neal Kinley Memorial Fellowship. The fellowship provides \$2,500 for advanced study in the U.S. or abroad during the 1974-75 academic year.

Applications are open to promising graduates in the above fields from the University of Illinois or similar institutions of equal educational standing. The award will be made to the



## GETTING AHEAD

### in the University work force

Have you been thinking about completing your college degree, or starting work toward one? Then do, especially if you have your eye on a job in management.

In the next few years, eight million new jobs are expected to open in the United States for supervisors and managers. Most of these jobs will be filled by college graduates. Statistics show that three quarters of all people in management today have completed college.

It's not too late for you to get your degree. Students of all ages are attending classes.

Advantages of working for the University include easy access to academic course work and waiver of tuition and service fees for many nonacademic employees who qualify for enrollment in University classes. For specifics, see Rule E in Chapter VI, Employee Development in the *Policy and Rules—Nonacademic*.

Prepare now to begin studies this summer. Staff at the campus Personnel Services Office and the Office of Admissions are available to answer questions you may have about employee educational benefits and about processing your application.

## Rates Increase

March 2 marked postage increase day.

New rates are:

First Class Letters: 10¢ per ounce; Air Mail Letters: 13¢ per ounce; Post Cards: 8¢ per ounce; Air Post Cards: 11¢ per ounce.

Foreign Air Mail Letters: to Central and South America, Caribbean Islands, and Barbados—21¢ per half ounce up to and including two ounces, then 17¢ each additional half ounce.

To other foreign countries—26¢ per half ounce up to and including two ounces, then 22¢ each additional half ounce.

Third Class Mail (Letters): 10¢ for the first two ounces, 8¢ for each additional two ounces.

Third Class Non-Profit—Bulk Rate: Minimum per piece 1.8¢ up to 2.47 ounces.

Parcel Post (Fourth Class Mail): The average increase is 6 percent varying with weight and zone.

Special Fourth Class Rate: 17¢ for the first pound and 8¢ for each additional pound. This is used primarily for educational purposes, e.g., books and journals.

Library Rate: 7¢ for the first pound and 3¢ for each additional pound.

Also new is Priority Mail (which is granted the same priority in handling and transportation as Air Mail) and is a merged extension of the First Class and Air Mail Services. Priority Mail consists largely of heavier letter mail (often in the form of 8½" x 11" or larger "flats") and parcels.

### Add Rule to Chapter XV

Rule C, Management Rights in Selection was published in the January *Staff Observer*. It should be added to Chapter XV, Employment in the *Policy and Rules—Nonacademic* rather than to Chapter V, Grievances.

## How Am I Doing Guide Details Reviews

"How Am I Doing?" is the latest release in the Guides for Supervisors series launched in 1973 for supervisors of nonacademic employees.

Guide No. 6 is designed to help supervisors answer such employee questions as: What am I expected to do? How well am I doing it? How can I do it better? How can I qualify for a more responsible job? An employee's morale, productivity, job satisfaction, work relations, and career advancement depend upon clear answers to these questions. The supervisor is responsible for giving the answers.

The Guide will be of interest to supervisors who are just getting started in conducting employee performance reviews on a regular basis as well as to those who have been scheduling such sessions with their employees for some time. Skilled supervisors know that to be effective in their own job performance they must review the job performance and growth potential of their employees.

Previously published Guides are:

"The Role of Supervision in University Administration," Guide No. 1; "A Good Place to Work," Guide No. 2; "Resolving Complaints Informally," Guide No. 3; "Dealing with Formal Grievances," Guide No. 4; and "The Supervisor's Role in Equal Employment Opportunity," Guide No. 5.



Richard L. Mann, Director, University Office of Management Information Systems, has used a performance appraisal procedure with his staff for some time. He is shown with Judy Strack, his Secretary, in their office at UIUC.

Supervisors who wish to be placed on the mailing list for the series or who wish to request any of the back copies in the series may call the following persons at the campus Personnel Services Offices:

Chicago Circle: Noreen Loan; Medical Center: Barbara Moe; Urbana-Champaign: Allen Dries.

## DID YOU KNOW?

... that *Careers for Women in the Seventies* published by the Women's Bureau is available for 35 cents from the Government Printing Office, Washington, D.C. 20402? Discussed are opportunities in both college and noncollege occupations.

... that three of the five outstanding scholars who will be recognized with honorary degrees May 19 at Commencement exercises at UIUC are or were on the academic staff at UIUC? They are John Bardeen, Physicist, Professor of Physics and Electrical Engineering and in the

Center for Advanced Study; Herbert E. Carter, Biochemist, Coordinator of Interdisciplinary Programs, University of Arizona, and Chairman of the Board of the National Science Foundation; and Robert B. Downs, Dean of Library Administration, emeritus, at UIUC.

Dr. Bardeen is the only scientist ever to receive two Nobel Prizes in the same field.

Dean Downs, who retired in 1971, came to the University in 1943 as Director of the Library.

Dr. Carter retired from UIUC in

# Begin Weekly Job Registry

An Academic-Administrative Staff Job Registry (UIUC) is a new feature appearing each Friday in *The Daily Illini*, the student newspaper at that campus. Those working at the Chicago campuses can see the newspaper in the Newspaper section of the UICC library.

The complete Job Registry will appear the first Friday of every month. Other issues of the Job Registry during the month will supplement the complete listing.

To be featured are UIUC openings in academic-administrative staff positions which have been reported to the Office of the Vice-Chancellor for Academic Affairs, UIUC, excluding assistantships.

Entries will include such information as (1) department or unit seeking to fill the position; (2) rank or title and brief description; (3) qualifications; (4) salary; (5) starting date; and (6) person to contact.

The job registry is *not* a job placement service. The entries will be summarized from more complete descriptions of the positions which may be consulted in B-3 Coble Hall (John Street entrance), UIUC, during regular business hours. Other information should be obtained from the person indicated in the listing.

Each position will be listed weekly until it has been reported filled. As an Affirmative Action/Equal Opportunity employer, the University encourages applications from minority groups and women. Consider applying for positions for which you qualify, and acquaint others interested in seeking such positions with the weekly listing.

### Travel Safety Tips

As part of the orientation for new employees at the UIMC campus, Officer Friendly (Jack Sabas) speaks and shares safety tips for those traveling during off-hours or alone.

Officer Friendly suggests that when leaving an elevated train, look before walking on to the platform. If anything appears wrong, stay on the train, tell the conductor, and, if necessary, ride to the next station.

Always ride with the crowd in the front of the bus. It's the loner in the back of the bus who sets himself up to be robbed.

1971 as Vice Chancellor for Academic Affairs and as Professor of Biochemistry. He served on the UIUC faculty from 1932 until 1971.

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## STAFF OBSERVER

PUBLISHED FOR NONACADEMIC PERSONNEL OF THE UNIVERSITY OF ILLINOIS

VOLUME 9, NUMBER 3, MAY 1974

# Extend Improved Sick Leave to New Staff Provide Salary Security in Special Cases

For a new employee who becomes ill or for an employee who is moved to a lower level job, recent policy and rule changes provide security in the form of improved benefits.

## Sick Leave

Under revised policy and rules, an employee who is serving an initial six months of pay-status service with the University may use earned Sick Leave in the same manner as other employees.

For example, if an employee who has been with the University four months and has a Sick Leave accumulation of four days becomes ill, the employee may use those days and the cost will not be deducted if he leaves University employment before completing six months of service. If such an employee is ill for six days, four days would be charged to earned Sick Leave and two days to leave without pay.

Formerly, a supervisor could permit an employee to use earned Sick Leave during the initial period of employment, but if the employee left before completing six months, the cost of used Sick Leave was deducted from the final pay check.

*To bring your Policy and Rules—Nonacademic handbook up to date to reflect these changes, cross out the final sentence in Policy statement B, 1 in Chapter X, Disability Benefits. In the same chapter, cross out paragraph Rule I, A, 1, c.*

## Lower Level Job

The other rule change offers protection to an employee moved to a lower level position (a) to avoid being laid off, (b) to correct a misclassification, or (c) for some other reason not related to work performance or conduct.

Because a lower level position pays a lower salary, a new Rule F, Pay Retention, is added to Chapter IV, Compensation of the *Policy and Rules—Nonacademic* to provide salary security for such an employee.

Under the new rule, an employee would continue to receive his present pay if it is below or at the maximum amount paid for the lower level job. If the maximum for the lower level

job is below his present salary, he would receive a reduction in pay to that maximum. In unusual circumstances, the Chancellor or his designee may authorize the retention of the employee's current rate of pay for a fixed period of time not to exceed two years, even though the rate exceeds the maximum of the lower salary level.

Such salary security, or pay retention, continues until the top of the salary range for the employee's lower level job rises to his retained rate, or he advances to another position in which his new rate of pay is as high as or higher than his retained rate.

New Rule F now is in effect and should be added to your handbook. *Present Rule F, Estimates of Fiscal Year Costs in Chapter IV, Compensation becomes Rule G.*

## Chapter IV

### Rule F, Pay Retention

1. A status employee who is moved to a position of lower salary level (1) in lieu of layoff, (2) in order to correct a misclassification, or (3) for other reason not relating to his performance or conduct shall retain his current rate of pay unless it exceeds the maximum of the lower salary level, in which case his salary will be reduced to the maximum, providing that the following conditions are met: (1) he is not being reduced in pay at his own request or terminated from a temporary upgrading assignment; (2) he has completed a probationary period in his present class; and (3) his employer(s) certifies that his performance has been satisfactory or better during the preceding year.
2. In unusual circumstances in which the employee involved has had long service with the University and has performed consistently in a superior manner, the Chancellor or his designee may authorize the retention of his current rate of pay for a fixed period of time not to exceed two years, even though the rate exceeds the maximum of the lower salary level.
3. The retention period will end at

such earlier time as (1) the top of the salary range for the employee's lower level position rises to his retained rate or (2) he advances to another position in which his new rate of pay is as high as or higher than his retained rate. If, by the end of the retention period, the employee has not attained a rate of pay that is as high as or higher than his retained rate, his pay will be reduced to the top of the range for the position he occupies.

## Credit Union Is Source of Money Needs

Need money for a home repair, new car, wedding, or vacation? Whatever your money needs, stop by the campus Credit Union and see if you can arrange a loan.

UICC Credit Union is located at 1149 Behavioral Science Building and is open Monday through Friday between 9:30 a.m. and 1:00 p.m. UIMC Credit Union, Room 8, Administrative Office Building, is open Monday through Friday between 9:00 a.m. and 1:00 p.m. and between 2:00 p.m. and 4:00 p.m. UIUC Credit Union at 512 S. Third Street in Champaign is open Monday through Friday between 11:00 a.m. and 6:00 p.m.

For those who find themselves money ahead, the Credit Union is a convenient place to save and enjoy the feeling of interest accumulating. Last year the Credit Unions at the Chicago campuses paid 5 percent interest, and the UIUC Credit Union paid 5½ percent in May and 6 percent in November.

Rita Elsenheimer is UICC Credit Union Manager. Officers are George Safford, president; Larry Azuse, vice president; Janice Watkins, secretary; and Edward Dryja, treasurer. Other Board members are Vickie Beal,

(continued to page 4)

## Earl Hughes Reelected President

At the annual meeting of the University of Illinois Board of Trustees in March, Earl M. Hughes was re-elected President.



Earl M. Hughes

Other officers are Earl W. Porter, Secretary; R. R. Manchester, Treasurer; Ronald W. Brady, Comptroller; and James J. Costello, University Counsel.

Executive committee members are Mr. Hughes, chairman; Timothy W. Swain, and Earl L. Neal.

Also on the Board are William D. Forsyth, Jr., Ralph C. Hahn, George W. Howard III, Park Livingston, Jane Hayes Rader, and Russell W. Steger.

Ex officio members are Governor Daniel Walker and Michael J. Bakalis, Superintendent of Public Instruction.

Student Board members are Lloyd Zimmerman, UICC; Kenneth J. Kosten, UIMC; and Michael J. Crowley, UIUC.

## Be Good to Your Back

### Get Help for Heavy Jobs

Don't join the aching back group. When you have an extra heavy moving job, ask for help. Back injuries often result from overloading and improper lifting. Remember, an injury happens in seconds; but an injury can go on for a lifetime.

To avoid the pain and misery of an aching back, follow these tips:

1. Size up the load. If it's too heavy or bulky to handle alone, get a hand truck or ask someone to help you.
2. When lifting, plant your feet well apart for good balance and squat down.
3. Get a firm grip. Keep your back as straight as you can and lift by pushing up with your legs.

Be good to your back, and your back will be good to you!



# President Discusses FY 1975 Budget Plans with Board

*Note:* At the Board of Trustees meeting March 20, President John E. Corbally Jr. presented the following message regarding the Operating Budget for Fiscal Year 1975.



President Corbally

In June, 1973, you (the Board of Trustees) approved an operating budget request for fiscal year 1975 for the University of Illinois which sought increased funds for 1975 in the amount of \$22.8 million over appropriations for 1974. In brief, this increase provided \$12.8 million to support the increased costs of ongoing University programs and activities; \$6.1 million to continue the program of expanded enrollments in the health professions; and \$3.9 million to begin to deal with accumulated deficiencies primarily in operation and maintenance of the physical plant, library acquisitions, and equipment replacement.

In December, 1973, the Illinois Board of Higher Education (IBHE) recommended that the University of Illinois receive increased funds in the amount of \$16.7 million for fiscal year 1975. The IBHE further recommended that \$1.5 million of this increase be secured through a 6 percent increase in tuition. In addition, the IBHE recommended that another \$1.9 million be secured for new purposes through the process of reallocation of funds.

If the reallocated funds are considered as "real new money," the IBHE recommendation differed from our request by \$4.2 million. After a careful analysis of this difference and of its effect upon the University, this Board in December, 1973, approved an increase in tuition of 12 percent. This action was in keeping with IBHE policy that tuition not exceed one-third of undergraduate instructional costs and that tuition increases for 1975 be in an amount of "at least 6 percent." This action would provide new resources in the income fund in an amount of \$2.6 million rather than the \$1.5 million recommended by the IBHE and would narrow the difference between our request and IBHE recommendations to \$3.1 million. The primary result of such action would be to provide only \$800,000 instead of \$3.9 million to deal with accumulated deficiencies, but it was felt that this result would need to be faced and accepted.

In February, 1974, the Illinois Board of Higher Education amended its operating budget recommendations for the University of Illinois.

The amendment had the effects of approving an increase in our income fund at the \$2.6 million level rather than at the \$1.5 million level earlier recommended and of approving a total increase for fiscal year 1975 over fiscal year 1974 of \$17.8 million plus \$1.9 million in reallocation or "productivity gains." It was this recommendation which the IBHE forwarded to Governor Walker and to the General Assembly.

## Inflation Increases

Subsequent to most of the analysis and study that went into these budget requests and recommendations, the general inflation rate has increased enormously, and, in particular, the cost of energy has more than doubled. The effect of these events is manifested in two ways. First, the average salary increases now anticipated for FY 1975 of about 5-5½ percent will not keep pace with inflation and, therefore, the real purchasing power of all personnel will decrease. The second, and in some ways more pressing problem because of timing, is the cost of energy, particularly fuel oil. If fuel oil costs for fiscal year 1975 stabilize at only 175 percent of fiscal year 1974 costs, the additional cost to the University of Illinois will be \$3.5 million. It should be noted that the total funds available within the \$17.8 million for all categories other than salary increases and health-related expansion amount to \$3.1 million.

Therefore, the final budget recommendations of the IBHE approved in February, 1974, which contain the full tuition increase approved by this Board do not provide sufficient funds to cover the cost of oil alone, even at present rates, and provide salary increases which are clearly inadequate to meet inflation.

Earlier this month (March), Governor Walker presented his annual budget message to the General Assembly and to the people of Illinois. In this message, the Governor pays serious attention to the needs of education, of higher education, and of the University of Illinois. Obviously, the budget work of his staff also had to take place before either the costs of the energy crisis or the magnitude of inflation were known.

## Million Dollar Problem

In essence, for the University of Illinois the Governor recommends increased funding as recommended by IBHE in December 1973 (\$16.7 million) and further recommends that the \$1.5 million which the IBHE proposed come from tuition increases come instead from general revenue (tax) funds. The action of this

Board to raise an additional \$1.1 million through tuition increases is not reflected in the Governor's message except that he asks that tuitions not be raised at all in public higher education in Illinois in fiscal year 1975. We have, then, what might be called a "million dollar problem."

Several alternatives are before us. We could, with justification and with ample evidence of need, attempt to convince the General Assembly and Governor Walker that this need should be met through the approval of one-half of the tuition increase which we have approved. In many ways this course of action seems unwise. It would detract from the commendable effort of the Governor to provide general revenue funds in support of higher education in excess of those sought by the IBHE—the first time since my arrival in Illinois that such a supportive action has occurred. It would divide the systems of public higher education in Illinois at a time when unity is essential. Because of the process which such an effort would face, we would be unable to make firm financial plans for Fiscal Year 1975 or to inform our students of our firm tuition levels for 1975 until after the start of the 1974-1975 academic year.

## Alternatives

I am persuaded, therefore, that our recommendations for tuition increases for 1974-1975 which you approved are both fair and necessary, but are impossible of attainment for fiscal 1975. I believe that you are the only governing board in Illinois to have faced the tuition issue squarely and realistically during this year and I am certain that the issue is not going to disappear. There is no way that we can envision meeting our financial requirements in the years ahead without planned and modest tuition increases, but our view has not prevailed for Fiscal Year 1975.

Another alternative is simply to reduce our expenditures by one million dollars. I will not repeat today why this alternative is unacceptable except to say that an unacceptable alternative of the last few months is now even more so under the pressures of energy costs and of inflation.

## One Time Increase

Since January, 1974, we have been concerned about the possibility of achieving our proposed increases in the income fund and have been searching for alternatives. We have now developed a package of items which can provide a one time increase in our income fund for Fiscal Year 1975 and which will permit us to meet our minimal needs for 1975

while we continue to press for long-term solutions—including an acceptable tuition policy—for Fiscal Year 1976 and beyond. There are a number of small items which are contributing to the health of our income fund—all the way from reduced institutional fee waivers to improved earnings on funds invested temporarily. However, the most significant item is that we can deposit approximately \$1.5 million of the working capital of our stores and service accounts in our income fund on July 1, 1974. These funds have previously been needed to finance the inventory of the stores and service departments, but due to more sophisticated practices and procedures we can reduce our need for working capital by this amount and temporarily use these funds to pay for fuel oil increases and to offset the loss of funds which would have accrued through tuition increases. To accomplish this transfer, we must, of course, have the concurrence of the General Assembly and of the Governor to appropriate the funds to us; but such an action does not require general revenue funds and will permit us to meet our minimum needs without a tuition increase over the Fiscal Year 1974 levels.

## Recommendations

Accordingly, with the full realization that we are deferring rather than solving a problem and based upon the assumption that at least the level of funding proposed by the Governor will be appropriated by the General Assembly, I recommend that the Board of Trustees approve the following action:

*Upon the recommendation of the President of the University, the Board of Trustees of the University of Illinois authorizes the President to seek appropriation increases from the income fund of the University of Illinois for Fiscal Year 1975 over Fiscal Year 1974 in an additional amount of approximately \$1.5 million. Such increases shall be supported by transfers of working capital into the income fund, through increased investment income, and through such other methods as are appropriate without increasing student tuition levels.*

*The Board of Trustees suspends until further order of the Board its action in approving increases in tuition levels for 1974-1975 and directs that financial planning for Fiscal Year 1975 be based upon the resources recommended in the Governor's budget message plus the increases in the income fund authorized in the paragraph above.*

(continued to page 4)



# Many Issues Studied by Councils

Operation Red Ball, employee identification cards, and emergency room treatment are among the items of concern to members of campus Nonacademic Employees Councils.

## UICC

At Chicago Circle, Council members hope to distribute Operation Red Ball emblems in cooperation with the Chicago Fire Department. The emblems are for use on bedroom windows of children and on the front door of homes where there is a disabled person. In case of fire, special attention will be given to these individuals.

Chairman Karen Weigand has appointed the following committees:

Social — Lu Dobiliauskas, chairman, Anita Hill, Ann Weigand, and Sharon Thannert. Welfare — Lee Tonon, chairman, Henry Walli, Mildred Snell, Ray Jensen, Rita Bell, and Sara Seaton. Budget (Ways and Means) — Walter Washington, chairman, Karen Weigand, Ellenora Bose, Art Brown, and Bill Ross. Legislation — William Bates, chairman, Lucille Styblo, Francis Strmecki, and Leona Johns.

## UIMC

Dr. John Wander, head of the Emergency Service at UIMC, described how the service worked at a recent meeting of the UIMC Council. Council member Jesse Epps reported the nonacademic basketball team had a successful season and announced plans for formation of a softball team.

Chairman Francis Gaughan appointed the following committees:

Problems — Rudolph Barcena, chairman, Rosa Gaines, Emma Smith, and Edwina Williams. Elections — Jesse Epps, chairman, Mitchell Patela, and Gladys Voorhies. Policy and Rules — Kathleen Nevels and Nithia Upshaw. Social — Beverly Lehmann, chairman, Josephine Dolciamore, and Rudolph Barcena. Finance — Beverly Lehmann, chairman, Josephine Dolciamore, and Donald Glennon.

## UIUC

After considering whether to issue the employee identification card as part of the Notice of Appointment form or change to a plastic form, the UIUC Council opted to continue

(continued to page 4)



Seen in the new Blood Donor Station located in two large trailers at 913 W. Harrison Street, opposite Parking Lot No. 30, just west of Halsted, at UICC, are UICC students and staff including Roberto Rivero Jr., a senior, assisting in the screening of potential donors; Ruth Lanan, Administrative Secretary in the Physical Plant; Ed Balf, Blood Donor Coordinator; Kim Gilbertsen, a senior, also assisting in the screening process; and Eugertha Bates, Supervisor of Central Files in the Office of Student Affairs. The recently opened Station makes it convenient for UICC faculty, staff, and students to donate blood. The facility also may be used by those from UIMC. Donor days and hours are posted outside of the trailers.

## Governmental Ethics Act Covers Some Employees

Employees of the University of Illinois (except those primarily employed in teaching as distinguished from administrative duties) are required by the Illinois Governmental Ethics Act to file annually a statement of economic interests (a) if they are compensated by the University for services "at the rate of \$20,000 per year or more," or (b) if they are compensated by the University for services at a rate less than \$20,000 per year and "receive fees for professional services rendered for the State or any unit of local government or school district in such an amount that their total income from public employment, including such fees, is \$20,000 per year or more."

Every person required to file must do so by April 30, unless he or she has already filed a statement in that calendar year. (A new University employee who is required to file does so at the time of initial employment.) One thirty-day extension is possible if a person files within ten days after April 30 a declaration of intent to defer filing.

Forms to be completed may be obtained from and then sent to the Office of The Secretary of State, Ethics Section, Index Division, State House, Springfield, Illinois 62706. Questions may be directed to The Secretary of State, Area Code 217-525-7017. Copies of the Act may be obtained from The Secretary of State.

## Blood Program Expands at Chicago Campuses

The two large trailers which appeared across from the Architecture and Art Building, 913 W. Harrison, UICC, are headquarters for a Blood Program jointly sponsored by UICC and UIMC.

One donation by a faculty, staff, or student covers all members of that person's family — for one year — who are listed on the donor's federal income tax form. (The plan *excludes* hemophiliacs.)

According to Weyman Edwards, assistant dean of student affairs, UICC, persons also may donate in the name of a friend or relative needing blood or can ask that blood be credited to a particular program, for example, to the Midwest Association for Sickle Cell Anemia, operative at UIMC.

The two trailers are being staffed initially by student volunteers from Circle K and Pi Alpha Tau who will be joined later by Student Government and Black Student Community Alliance workers. Students will screen and assist donors, answer telephones, and serve refreshments. For additional information about the new Blood Donor Station, contact Ed Balf, Blood Donor Coordinator.

Donor days and hours are posted outside the trailer but probably will

be between 9:00 a.m. and 5:00 p.m. Monday through Friday. Staff from UICC and UIMC may give at the Harrison Street location; of course, UIMC staff may continue to give by making an appointment at the Hospital Blood Bank at that campus, extension 6970.

Giving blood is an approved activity for which the University allows time off from work with pay.

Before making an appointment to give blood, consult your supervisor for time off arrangements.

When paid blood donations become illegal in Illinois, an effort to replace the 35,000 or 40,000 pints of blood formerly paid for annually focused upon college campuses. The UIUC campus, through Volunteer Illini Projects, Inc., a student organization, spearheaded a successful Blood Program which has collected many thousand pints of blood to date. Mini drives continue to be held regularly at the Illini Union. At other times UIUC faculty, staff and students donate at the Champaign County Blood Bank.

Help another person. Give a pint of blood.



## GETTING AHEAD

### • in the University work force •

During a job interview, sell yourself. Remember, getting a job is a job! The 20 or 30 minutes spent with an interviewer may determine the future course of your life.

To do well, know where you are heading this year, and five or ten years from now. Know how to present your talents. When given an opportunity, mention experience and abilities you have that will be useful on the job for which you are interviewing.

Among the traits carefully evaluated by an interviewer are:

1. Appearance: dress, grooming, bearing.
2. Manner: poise, self-confidence.
3. Voice and expression: clarity, grammar, modulation.
4. Organization: ability to present case logically and to get to point quickly.
5. Experience: kind of work, indication of interest, ability and leadership, accomplishments.
6. Reactions: alertness, quickness of responses.
7. Force or drive: ability to stimulate others, self-assurance.
8. Intelligence: reasoning ability, smartness, keenness.
9. Sensitivity: social sensitivity, ability to work well with people.
10. Interest: sincerity of ambitions and objectives.

Before going out on an interview, plan—even practice—how you can exhibit these traits best. According to the requirements of a particular job, greater value will be placed on some of the traits than on others. These pointers are from the Office of Career Development, UIUC, David Bechtel, Director.

## Thanks, Energy Savers!

To each of you who has helped save energy, a great big thanks!

As things look now, University consumption of fuel oil, electricity, and gasoline is down 15 percent.

Plans are underway for further reductions. You can help. Continue to cut down. When a room is to be unoccupied for more than five minutes, turn off lights. When you have an idea that might result in savings, big or small, share it. Call the Physical Plant.

To save 36,600 gallons of fuel oil, UIUC has reduced room temperatures, use of outside air for ventilation, and hours that ventilation systems are operated, as well as lowered domestic hot water temperatures.

In addition, all or part of several campus buildings are shut down on Saturdays, Sundays, and weekday evenings; total projected savings is 92,960 gallons. Another 44,385 gallons of fuel oil will be saved by 65 degree temperatures in certain areas of some buildings.

At UIMC, room temperatures are 68 degrees, and use of outside air in the ventilation system is restricted. Operation for the ventilation system has been decreased, and the domestic hot water supply temperature has been lowered.

Building thermostats at UIUC are set at 68 degrees. Ventilation, heating, and air conditioning equipment is turned off nightly. Use of outside air for ventilation is varied seasonally. Buildings are open fewer hours, and use of space in evenings and on weekends is scheduled in a few buildings.

By lowering lighting levels in corridors and other public areas con-

sistent with safety and security and by reducing selected outside ornamental lighting, savings in electricity have been achieved. Task lighting, for example, desk lamps, are being used more, with general illumination decreased.

In the area of gasoline conservation, drivers in University vehicles at the Chicago campuses are limiting speed to 50 mph, and a special maintenance program is carried on to assure efficiency of operation. Not as many vehicles are in use, and, whenever possible, staff travel together.

At UIUC, a 55 mph speed limit is being observed, with drivers requested to shut off engines if stopping for more than three minutes. Motor pool dispatchers suggest that pool users combine trips, and staff members are encouraged to use the bus system for on-campus travel.

To reduce fuel consumed by University aircraft, there is increased use of simulation in pilot training. Actual flight hours have been reduced 5 percent. Single engine rather than twin engine aircraft is used when fewer than three staff members travel in University planes.

## Let Credit Union Help You

(continued from page 1)

Frank Benjamin, Ed Fertig, Dolores Lennon, and Francis Strmecki.

James Newcomb is the treasurer-manager of the UIMC Credit Union, with Richard Graczyk serving as president; Dr. Samson Flores, vice president; and Harriet White, secretary. Also on the Board are Dr. Conrad Blomquist, Leroy Daunis, Robert Fitzgerald, Beverly Lehmann,

## Councils Study

(continued from page 3)

with the former because of financial and paper savings.

Members also considered problems associated with communicating information, for example, election notification, candidate qualifications, and duties of members, regarding committees to which nonacademic employees may seek election. While some of this material is covered in the employee orientation, the Council plans to summarize material relating to its operation for distribution at other times.

Council members reviewed the UIUC Personnel Services Office orientation program for new employees and offered suggestions for revisions.

Chairman Julia Siler reports that several Council members also are serving as representatives on other committees. Gene Creek serves on the IMPE Advisory Committee considering policy regarding use of the various recreational facilities in the IMPE building. Joseph Donze, Judie Fair, Brenda Nolan, and Patrick Conlin serve on the Faculty Staff Social Committee concerned with planning activities for faculty, staff, and their families.

Harry Phillipp, Josephine Smith, Leroy Swanson, and Carl Swenson.

Treasurer-manager of the UIUC Credit Union is Glen A. Pickens. Other officers are Lawrence Bailey, president; Waco Albert, vice-president; and W. Harold Witt, secretary. Other Board members are Harry Demcris, Robert Fomer, Leonard Hemecheek, Jean Somers, Robert Sullivan, and Robert Watson.

## FY 1975 Budget Plan

(continued from page 2)

*The Board of Trustees directs the President of the University and other University officers to continue analyses of the impact upon the University of rising energy costs and of general inflation and, if deemed necessary, to work in concert with the Illinois Board of Higher Education, the Governor, and the General Assembly to seek special appropriations to deal with previously unanticipated major problems related either to energy costs or to inflationary impacts upon personnel salaries.*

*Note: The Board approved the President's recommendations.*

## Did You Know? . . .

. . . that during 1972-1973 the University operated on a gross income of \$338,728,099?

. . . that the University has 8,762 acres of land throughout the state and 226 major and more than 500 other buildings?

## Leaving the University?

### Check Insurance Coverage

Resigning from the University? Then be sure to plan for insurance coverage. Don't risk becoming ill without any insurance.

State-paid or "basic" health and life insurance terminates at midnight on an employee's last day in pay status, *unless* extended by accumulated vacation days or overtime. Optional and dependent coverages terminate at midnight on the last day of the pay period for which premiums are paid.

An employee resigning may request that his group health insurance program be converted—*unless covered by Medicare*—to an individual policy as similar in benefits as possible. However, benefits in an individual policy are not as comprehensive or premiums as low as in the group plan. The conversion request must be received within 30 days after the employee's last day of University service, and then coverage will be made effective retroactively to the date group coverage terminated. The former employee must pay premium costs.

Conversion information and forms may be obtained at each campus Insurance Office.

*Staff Observer is published by the University of Illinois Office of Nonacademic Personnel, 302 Illini Tower, Champaign, Illinois. Jean Somers, Editor. Telephone 333-2788.*



# STAFF OBSERVER

PUBLISHED FOR NONACADEMIC PERSONNEL OF THE UNIVERSITY OF ILLINOIS

VOLUME 9, NUMBER 4, AUGUST 1974

## Recognize 25-Year Staff

Certificates and pins recognizing 25 years of service to the University are being presented to nonacademic employees throughout the University. At UICC, two have been designated for such honors. They are **Frederick Gatto**, Stores Supervisor, Scientific Stores, and **Anthony Gianas**, Driver Helper, Physical Plant.

### UIMC

At UIMC those receiving the awards are **William Beltz**, Driver, Physical Plant; **Elizabeth Bond**, Microbiologist, Hospital Laboratory; **Catherine Connery**, Clerk-Stenographer, Department of Otolaryngology; **Robert Ferguson**, Steamfitter, Physical Plant; **Laura Finley**, Typing Clerk, Hospital; **Ruby Inge**, General Nursing Assistant.

**Dolores Keating**, Cashier, Office of Business Affairs; **Dolores Koenig**, Clerk-Stenographer III, Division of Services for Crippled Children; **Eugene Kozak**, Mail Messenger, Physical Plant; **Jeanne Miller**, Biochemistry Technologist, Hospital Laboratory; **Margaret Thorne**, Office Supervisor, Tuberculosis Research; **Mike Zizzo**, Painter, Hospital Housekeeping; **John Zufrano**, Operating Engineer, Physical Plant; and **Wanda Zumpano**, Assistant Director, Nursing Office.

### UIUC

Recognized for 25 years of service at UIUC are **Nathaniel Banks**, Mail Messenger, Operation and Maintenance; **Robert Blaisdell**, Plumber Foreman, Operation and Maintenance; **Donald Bollman**, Temperature Control Mechanic, Operation and Maintenance; **Stevan Borleff**, Broadcasting Engineer, Broadcasting TV Station; **Theodore Bradbury**, Power Plant Mechanical Engineer, Operation and Maintenance; **Raymond Brewer**, Instrument Maker, Aeronautical and Astronautical Engineering; **Woodrow Brookey**, Supervisor of Gym Facilities, Physical Administration.

Also, **Kermit Cagle**, Building Service Worker, Operation and Maintenance; **Ernest Canavan**, Animal Caretaker II, Administration Midwest University Consortium; **Wendell Crawford**, Purchasing Assistant II, Business Affairs — Purchasing;

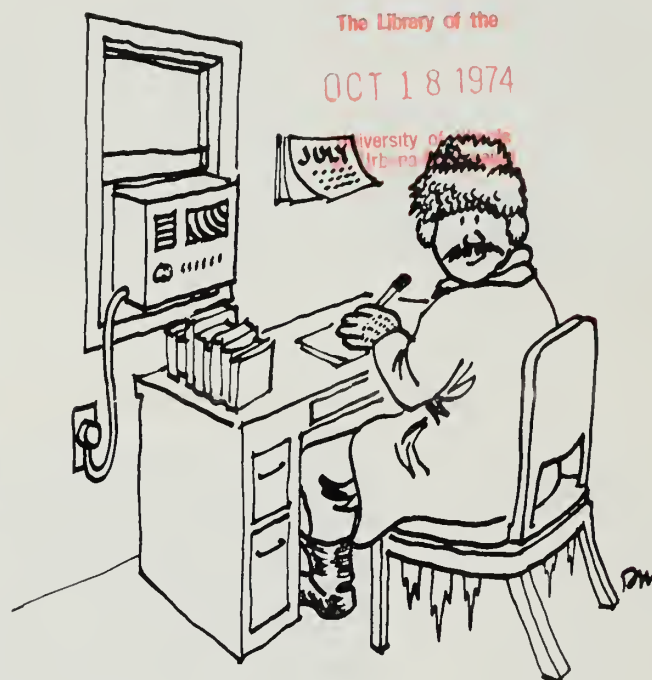
**Harry Demeris**, Chief Flight Line Attendant, Institute of Aviation; **Marguerite Fisher**, Administrative Secretary, President's Office; **Fred Foltz**, Machinist Foreman, Operation and Maintenance; **Ralph Franklin**, Bookbindery Foreman, Print Shop.

Also, **Francis Good**, Housing Maintenance Supervisor, Housing; **Warren Gordon**, Senior Laboratory Mechanic, Mechanical and Industrial Engineering; **Edward Gray**, Storekeeper III, SCS Chemistry; **Kenneth Greeson**, Plumber Sub-Foreman, Operation and Maintenance; **Nina Hamrick**, Secretary Transcribing, LAS Business Office; **Edward Hill**, Painter, Housing; **Donald Hubert**, Sound Technician, Operation and Plant Services; **Edward Kimbrell**, Furniture Repairman Foreman, Operation and Maintenance.

Also, **August Kosowski**, Senior Laboratory Mechanic, School of Life Sciences — Biology; **Raymond Kunza**, Driver, Operation and Maintenance; **William Lawyer**, Mechanical Engineer, Operation and Maintenance; **William Leever**, Painter, Operation and Maintenance; **Harold Lopeman**, Electronics Engineer, Office of the Chancellor, Computing Service; **John Mahaffey**, Accountant III, Business Affairs — Bursar; **Wyck McKenzie**, Laboratory Mechanic, Civil Engineering.

Also, **Joseph Mitsdarfer**, Field Worker, Agricultural Agronomy; **John Opolka**, Superintendent of Print Shop, Print Shop; **Earl Palmberg**, Legal Counsel Assistant III, Legal Counsel; **Wayne Phelps**, Compositor, Print Shop; **Ramona Pogue**, Administrative Aide, Office of the Chancellor — Computing Service; **Eugene Ray**, Building Service Worker, Housing; **Samuel Read**, Accountant III, Business Affairs — Bursar; **John Reynolds**, Building Service Worker, Operation and Plant Services; **Wayne Roberts**, Herder Foreman, Animal Science; **Robert Russell**, Electrician, Operation and Maintenance.

And, **Paul Shotts**, Driver, Operation and Maintenance; **Lawrence Siler**, Environment Laboratory Operator, Mechanical and Industrial Engineering; **Robert Stoltey**, Sound Technician Foreman, Operation and Maintenance; **Bruce Taylor**, Laborer-Electrician Foreman, Operation and Maintenance; **Ralph Tempel**, Build-



*THERE'S AN EASIER WAY!  
(TURN DOWN YOUR WINDOW AIR-CONDITIONER)*

## DID YOU KNOW?

...that scholarships for undergraduate students interested in environmental studies are available at UICC, UIMC, and UIUC?

"While applications in which an undergraduate proposes to undertake a well-defined and limited research program will be welcome, the committee also will welcome applications based on an innovative plan of study which will further the student's career objectives in the field of environmental quality improvement," said Prof. Ben B. Ewing, Director, UIUC Institute for Environmental Studies.

Additional information about the scholarships is available from Prof. Ewing by calling 333-4178 at UIUC.

...that a total of 8,118 degrees were conferred in commencement exercises held at the three campuses

this past spring. Degrees awarded at UICC totalled 1,714 including 1,480 baccalaureates, 225 masters, and 9 doctorates. At UIMC, 770 degrees were conferred. These included 409 baccalaureates, 32 masters, 319 professional, and 10 doctorates. Of 5,634 degrees awarded at UIUC, there were 4,054 baccalaureates, 1,024 masters, 325 professional, and 230 doctorates.

## Officer Gillespie Receives Officer Of Year Award

Officer Robert E. Gillespie has been named Officer of the Year by the University Police Department at UIUC. A certificate of recognition was presented to him at a ceremony attended by his family and members of the Department.

He was selected for the honor by a committee of his colleagues in the Department who believe that he most consistently performed with excellence all of his duties during the past year.

ing Service Worker, Housing; **Richard Waldbillig**, Data Processing Analyst III, Urbana Office Administrative Data Processing; **James Wendell**, Cylinder Press Room Foreman, Print Shop; and **Kenneth Williams**, Crops Testing Technician, Agricultural Agronomy.





These top level academic and administrative staff at UIMC participated in an Executive Leadership Seminar designed to assist them to lead people effectively. Front row, left to right, are Elizabeth McGrew, Ray Crispen, Elizabeth Wesseling, Truman Anderson, Lillian Runnerstrom, Edward Lichter, Dorothy Brownold, and Dr. Bernard Baum, Seminar Coordinator. Back row, left to right, are Gladys Courtney, Alan Donaldson, Norman Farnsworth, William Overholt, George Miller, Cecelia Fennessy, Thomas Beckham, Gloria Brawley, Conrad Blomquist, John Waterhouse, Barbara Moe, Personnel Services Coordinator for the Seminar, and Vlastimil Capek. Not pictured is Frank Houck who also participated.

## Leadership Seminars Are Held

When Chancellor J. S. Begando invited Deans, Directors, and Heads of Departments at UIMC to participate in an Executive Leadership Seminar this past spring, he wrote: "The seminar provides a unique opportunity for the top level academic and administrative staff to participate in a management development activity."

The seminar, the first of its kind to be offered for UIMC administrators, was sponsored by the University Office of Nonacademic Personnel and the UIMC Personnel Services Office. The 40-hour seminar emphasized integrating people management into the total management effort and, as did similar seminars conducted at UIUC, attempted to assist executives in their efforts to develop and maintain productive and responsive management teams, and to build the relationships and increase the skills necessary to lead people effectively. Under the sponsorship of the University Office of Nonacademic Personnel and the Personnel Services Office, UIUC, two successful seminars have been held at the UIUC campus, the most recent being conducted in May.

### UIMC

Participating in the seminar were Truman Anderson, Dean, School of Basic Medical Sciences (MC); Thomas Beckham, Director, Office of Admissions and Records; Conrad



Nineteen persons participated in the second Executive Leadership Seminar conducted at UIUC. Front row, left to right, are Gene A. Greek, Charles O. Hopkins, Dr. A. J. Cawley, Maxine Zbinden, Rebecca J. Siman, Barbara A. Kucera, and Jefferson L. Humphrey. Middle row, left to right, are Louis D. Liay, James Tarr, Richard E. Ford, Robert T. Maoney, John C. Opalka, Joseph J. Bannon, and Thomas E. Gamble. Back row, left to right, are John B. McManus, Gary R. Engलगau, Herbert Goldhar, John R. Griffin, and Danny L. Elam.

Blomquist, Assistant Dean, College of Pharmacy; Gloria Brawley, Director, Curriculum in Physical Therapy (SAMS); Dorothy Brownold, Director, Curriculum in Medical Dietetics (SAMS); Vlastimil Capek, Head, Department of Medical Radiology.

Also, Gladys Courtney, Head, Department of General Nursing (College of Nursing); Ray Crispen, Director, Institution for Tuberculosis Research; Alan Donaldson, Associate Dean, School of Public Health; Norman Farnsworth, Head, Department of Pharmacognosy and Pharmacology; Cecelia Fennessy, Assistant Dean, College of Nursing; Frank Houck, Director, Physical Plant Department; Edward Lichter, Head, Department of Preventive Medicine

and Community Health; Elizabeth McGrew, Acting Head, Department of Pathology.

George Miller, Director, Center for Educational Development, and Office of Educational Research; William Overholt, Dean of Student Affairs; Lillian Runnerstrom, Head, Department of Maternal-Child Nursing (College of Nursing); John Waterhouse, Head, Department of Oral Pathology; and Elizabeth Wesseling, Director, Department of Nursing (University of Illinois Hospital).

### UIUC

Completing the week-long seminar held at the Institute of Labor and Industrial Relations on the Urbana-

Champaign campus were Joseph J. Bannon, Acting Head, Recreation and Park Administration; Dr. A. J. Cawley, Professor and Head, Veterinary Clinical Medicine; Danny L. Elam, Assistant Program Administrator, School of Chemical Sciences; Gary R. Engलगau, Assistant Director, Office of Admissions and Records; Richard E. Ford, Head, Plant Pathology; Thomas E. Gamble, Assistant Dean, School of Basic Medical Sciences.

Also, Herbert Goldhor, Director, Graduate School of Library Science; Gene A. Greek, Administrative Assistant to the Dean, Veterinary Medicine; John R. Griffin, Associate Director, Office of Student Financial

(continued to page 4)



# Staff Throughout State Begin New Lifestyles In Retirement

Many employees who have served the University in a variety of capacities have elected, or soon will, to retire and begin new life styles.

**Effie Schleutker**, Cashier I, Chicago Circle Center Accounting Office, who has been with the University for nine years, is retiring from UICC.

## UIMC

At UIMC, there are 39 retirees, among whom, including their classification, department, and service years, are **Louise Atkinson**, Hematology Technologist, Hospital Laboratory, 19; **Kenneth Austin**, Electrician, Physical Plant, 12; **Lotus Barnes**, Administrative Secretary, Hospital Laboratories, 9; **Nancy Berry**, Head Cook, Dietary Department, 26; **William Burke**, Boiler Room Fireman, Physical Plant, 17; **Robert Cline**, Food Service Laborer, Auxiliary Food Services, 4; **Catherine Connery**, Clerk-Stenographer, Department of Otolaryngology, 26.

Also, **Anthony D'Andrea**, Engineer, Physical Plant, 20; **Velma Davis**, Admissions and Records Officer II, Admissions and Records, 37; **Sister Louise Donnelly**, Matron, General Nursing, 5; **Verbie Dotson**, Food Service Worker III, Hospital Dietetics, 8; **Ruth Einhorn**, Clerk-Typist III, Department of Medicine, 8; **Lois Fittin**, Administrative Nurse, Eye and Ear Infirmary, 20; **Marian Florio**, Clerk III, Medical Records, 33; **George Gray**, Operating Engineer, Physical Plant, 24; **Margaret Greenwood**, General Nursing Assistant, Hospital Nursing General, 20.

Also, **Clemens Halat**, Agricultural Gardener, Pharmacognosy and Pharmacology, 8; **Margaret Hurley**, Clerk-Typist II, Patient Service Center, 14; **Nathaniel Jackson**, Biochemical Technologist, Biochemistry Medicine, 30; **David Kennedy**, Painter Chargeman, Physical Plant, 27; **Nadine Kirksey**, Hospital Service Worker, Housekeeping, 7; **Ellie Lowe**, Clerk-Stenographer II, Orthopedics, 18.

Also, **Lorraine McNeill**, Secretary Stenographer, Department of Psychiatry, 25; **Marjorie Nadle**, Administrative Secretary, Department of Pediatrics, 11; **Russell Phenicie**, Supervisor of Accident Compensation, Personnel Services, 8; **Richard Ruh**, Plumber, Physical Plant, 28; **Henrikas Silinis**, Laboratory Assistant, College of Pharmacy, 11; **Henry Skelly**, Typing Clerk III, Hospital Radiology, 7; **Almeda Sterling**, Food Service Worker II, Auxiliary Food Service, 19; **Roosevelt Stewart**, Hospital Service Worker, Hospital Housekeeping, 9.

And, **Geneva Theis**, Nursing Consultant, Division of Services for

Crippled Children, 27; **Hedwig Trauba**, Nursing Consultant, Division of Services for Crippled Children, 32; **Anna Tucker**, Clerk-Typist II, Department of Orthopedic Surgery, 17; **Lucille Weiler**, Cashier II, Office of Business Affairs, 15; **Ruth Westman**, Administrative Aide, Patient Administrative Services, 18; **Catherine Woods**, Consultant, Speech and Hearing, Division of Services for Crippled Children, 24; **Elizabeth Yore**, Accounting Clerk III, Office of Business Affairs, 15; **Thomas Zirol**, Gymnasium and Facilities Supervisor, Physical Education for Men, 34; and **Mike Zizzo**, Painter, Hospital Housekeeping, 25.

## UIUC

UIUC retirees are **Marie Albers**, Maid, Housing Division, 9; **Cora Ashby**, Clerk I, Housing Division, 9; **Joseph Blaze**, Coordinator of Parking and Traffic, Campus Parking, 25; **Robert Beckett**, Janitor Sub-Foreman, Residence Halls, 27; **Goldie Birdsell**, Maid, Illini Union, 8; **Herbert Booc**, Brickmason, Plant and Services, 30; **Wesley Brash**, Fire Chief Battalion, Plant and Services, 35; **Raymond Broderick**, Building Service Worker, Plant and Services, 25; **Hazel Brooks**, Chief Clerk, College of Agriculture, 18; **Robert Boswell**, Fireman, Physical Plant, 30; **Rose Brown**, Foods Laboratory Assistant, College of Agriculture, 16; **Max Brower**, Building Service Worker, Plant and Services, 14.

Also, **Dorothy Brower**, Clerk-Typist III, College of Agriculture, 14; **Stella Cameron**, Telephone Operator II, Housing Division, 25; **Harry Carlson**, Building Service Worker, Physical Plant, 11; **John Carter**, Building Service Worker, Plant and Services, 35; **Roy Cekan**, Garage Attendant, Plant and Services, 23; **Ann Crinigan**, Electrocardiographic Technician, Health Service, McKinley Hospital, 9.

Also, **Clara Cruse**, Maid, Housing Division, 11; **Doris Davis**, Clerk III, College of Engineering, 15; **Juanita Davis**, Maid, Housing Division, 10; **Mary Dean**, Admissions and Records Officer II, Admissions and Records, 15; **Glenn Dunn**, Furniture Repairman, Physical Plant, 31; **Lloyd Drennan**, Building Service Worker, Residence Halls, 23; **Charles Ellington**, Procedures and Systems Analyst, Admissions and Records, 27; **Rovenia Fitzgerald**, Clerk-Typist III, College of Education, 14; **Mary Fleming**, Secretary Stenographic, College of Liberal Arts and Sciences, 14.

**James Fowler**, Kitchen Laborer, Housing Division, 7; **Charles Frederick**, Driver, Plant and Services, 33;

**Margaret Gilbert**, Library Clerk II, Library, 11; **Bertha Gornian**, Typing Clerk III, Admissions and Records, 11; **Dorothy Hagner**, Transcribing Secretary, Illini Union, 14; **Albert Hatchett**, Natural Science Laboratory Assistant II, College of Agriculture, 23; **Harold Haugaard**, Public Functions Supervisor, Plant and Services, 26; **Arthur Hennis**, Building Service Worker, Housing Division, 22; **Eldon Holzhausen**, Carpenter, Plant and Services, 26; **Jack Honn**, Building Service Foreman, Plant and Services, 33.

Also, **Lawrence Hovis**, Construction Laborer, Plant and Services, 20; **Ina Jensen**, Natural Science Laboratory Assistant II, College of Agriculture, 15; **Henry Jones**, Carpenter, Physical Plant, 20; **Elvera Keen**, Chief Clerk, College of Agriculture, 22; **John Kern**, Pipefitter, Plant and Services, 3; **Jack Kesterson**, Furniture Repairman, Plant and Services, 35; **Elmer Kleiss**, Maintenance Worker, Institute of Aviation, 27; **Vernon Knust**, Construction Laborer, Physical Plant, 21; **Wayne Lewis**, Building Mechanic, College of Agriculture (Dixon Springs), 18.

Also, **Rachel Lindeman**, Natural Science Laboratory Assistant II, College of Agriculture, 3; **Lela McElwee**, Natural Science Laboratory Assistant II, College of Liberal Arts and Sciences, 25; **William McFall**, Building Service Worker, Plant and Services, 28; **Douglas McGehe**, Grounds Subforeman, Plant and Services, 11; **Robert McIntyre**, Building Service Worker, Plant and Services, 29; **William McKintyre**, Building Service Foreman, Plant and Services, 32; **Ruth McKnight**, Secretary Stenographic, College of Commerce, 9; **Helen Mackey**, Typing Clerk II, College of Engineering, 13; **Bernice Maier**, Guest Room Housekeeper, Illini Union, 13; **Harryette Mansfield**, Clerk III, Housing Division, 17.

Also, **Leslie Maynor**, Building Mechanic, College of Agriculture, 23; **Russell Meeker**, Supervisor, Motor Vehicle Division, Campus Parking, 13; **Ruth Miller**, Clerk I, Library, 8; **Ella Mitchem**, Food Service Cashier I, Illini Union, 18; **J. Wayne Mizell**, Farm Foreman, College of Agriculture (Dixon Springs), 34; **Bernice Newberry**, Foods Laboratory Assistant, College of Agriculture, 22; **Dorothea Oestreich**, Telephone Operator I, Housing Division, 15; **Emma Raup**, Cook, Illini Union, 7; **Harold Reinhart**, Building Service Worker, Plant and Services, 28; **Basil Reynolds**, Dairy Food Plant Attendant, College of Agriculture, 15; **Chester Richman**, Instrument and Measurement Technician II, College of Engineering, 13.

Also, **Clyde Roberts**, Accountant, Plant and Services, 24; **M. F. Sadorus**, Storekeeper II, College of Engineering, 31; **Alvin Schaefer**, Master Airport Mechanic, Institute of Aviation, 7; **Mildred Schalk**, Secretary Stenographic, Social Work, 8; **Ralph Shields**, Agricultural Gardener, College of Agriculture, 13; **Joseph Sinnott**, Building Service Worker, Plant and Services, 33; **Dorothy Smith**, Administrative Secretary, College of Liberal Arts and Sciences, 12; **John Soliday**, Building Service Worker, Plant and Services, 7; **Jack Sowers**, Fire Chief Battalion, Plant and Services, 35.

**Thomas Spitz**, Building Operation Engineer, Illini Union, 32; **Irene Stiebner**, Maid, Housing, 26; **Marie Strack**, Kitchen Helper, Illini Union, 6; **Clyde Trees**, Building Service Worker, Plant and Services, 8; **Lenora Updike**, Natural Science Laboratory Assistant I, College of Liberal Arts and Sciences, 16; **Ethel Van Deventer**, Maid, Housing Division, 8; **Ramon Vogel**, Superintendent of Building Maintenance, Operation and Maintenance, 23; **John Walsh**, Building Service Worker, Plant and Services, 28; **Luther Welch**, Building Service Worker, Operation and Maintenance, 28.

And, **Leona White**, Telephone Operator I, Housing, 18; **Leona Wienke**, Clerk-Typist II, Library, 11; **Henry Williams**, Building Service Foreman, Housing, 31; **Roy Williams**, Steam Distribution Operator, Plant and Services, 22; **Thomas Wimmer**, Operating Engineer, Plant and Services, 22; **Ruth Wood**, Maid, Housing, 13; **Gilbert Wright**, Main Desk Attendant, Illini Union, 8; **Doris Wylie**, Chief Clerk, Personnel Services, 24; and **Ruth Youmans**, Library Clerk III, Library, 11.

## Circular Is Offered

A new 12-page illustrated consumer-information, non-technical publication, "Home Heating and Cooling With Electricity," is available for 25 cents a copy from either the Small Homes Council-Building Research Council or from the Cooperative Extension Service of the College of Agriculture, both at the UIUC campus.

Topics include both central and room heating and cooling units, resistance heating, heat pumps for heating and cooling, design and operation, supplementary heating, controls and insulation.

Co-authors of the circular are Profs. Donald E. Brotherson and Henry R. Spies of the Small Homes Council-Building Research Council and Harvey J. Ilirning and Elwood F. Olver of the UIUC Department of Agricultural Engineering.



## GETTING AHEAD

### • in the University work force •

Summer is a good time to catch up on career-related reading.

- To find out what's new in your field.
- To read the latest books published by your trade, technical, or professional association.
- To browse through articles in specialized magazines.
- To broaden your knowledge of the world of work in general.

One of the advantages to being in a University environment is that you have ready access to these materials without having to purchase them. Instead, you may borrow them from the various university libraries, or if you prefer, enjoy reading them in one of the comfortable library reading rooms.

To borrow books or periodicals, simply show your employee ID card. This card takes the place of the traditional library card used in public libraries.

In his commencement address to graduates at the Medical Center, President John E. Corbally Jr. said: "It is our hope that your experiences at the University of Illinois have provided... you with an enhanced curiosity and with both the will and the skill to follow your curiosity and to convert curiosity to learning."

What President Corbally said is equally applicable to nonacademic employees who, working in an academic community, are motivated to reach their greatest work potential by keeping up-to-date in their field and by acquiring background in other areas.

Plan to use our libraries regularly. If it's been a while since you used a library, ask librarians for guidance. (Employees at UIMC are welcome to use the libraries at Chicago Circle.)

## Submit Grievances Within Ninety Days

To assure employees a fair grievance hearing, a 90-day time period has been established within which grievances must be submitted to be considered formally. Such provision will assure that a grievance hearing is conducted before memories grow dim, before witnesses leave University employment, or before related records disappear. The time restriction is not intended to inhibit submission of grievances.

Revised Rule B, paragraph 1, reproduced below, is now in effect and should be added to Chapter V, Grievances of the *Policy and Rules-Nonacademic*.

### Chapter V

#### Rule B, 1

To be considered formally, a grievance must be filed in writing with the employee's designated supervisor. *It must also be submitted within 90 calendar days after the occurrence leading to the grievance or within 90 calendar days after the employee was able to determine that the occurrence might affect him. This time limit:*

- (1) *does not include time spent in efforts to resolve a complaint informally,*
- (2) *does not apply to requests for position classification review, as described in Procedure E below,*
- (3) *may be extended for just cause by the Chancellor or his designee.*

The written grievance need not follow any particular format, but should include a report on the efforts to settle informally and such facts as may be of aid in arriving at a prompt and definitive resolution. A grievance form is available for convenience, but there is no requirement that it be used. The designated supervisor will review the informal decision he earlier gave the employee. He may change, modify, or affirm this decision. If he changes the decision in a manner not acceptable to the employee, he will add a statement to this effect to the written grievance and shall note the date he received the written grievance and forward it to the department head within two work days after its receipt.

...that Blue Cross-Blue Shield once again has the contract for the Illinois Employees Group Insurance Program? Coverage remains the same.

*Staff Observer* is published by the University of Illinois Office of Nonacademic Personnel, 302 Illini Tower, Champaign, Illinois. Jeon Somers, Editor, 333-2788.

# Assure Retreat Rights To Former Job Class

Have you been thinking about taking an examination for a job class outside your promotional line? Have you put it off for fear that a layoff might come and you would find yourself not only without the new job but without any retreat rights back to a job class in which you once worked? In the past, this was possible when a layoff occurred after an employee's Special Leave from a former job class ended.

The University Civil Service Merit Board, however, has removed this possibility by approving a rule change which allows an employee to retain seniority in former job classes without time limitations. (Retreat rights have been available to employees who moved up through a promotional line; such retreat rights remain unchanged.) Now when an employee changes to a job outside of the promotional line he will retain seniority earned in the class he is leaving and will have retreat rights back to that class. This rule applies to all job classes in which an employee accrues seniority during his university career.

For example, suppose an employee started as a Clerk-Typist II, and remained in that position for five years. Then the employee moved to an Admission Records Officer I position, and stayed in it for three years. Next the employee became an Admission Records Officer II, and remained so for two years. After moving to an Administrative Assistant I position, the employee was laid off after 18 months.

Under the new rule, here's how seniority rights work. The employee could bump another Administrative Assistant I with less than 18 months

seniority. If necessary, she also has the retreat rights allowing her to bump: (a) an Admission Records Officer II with less than two years seniority; (b) an Admission Records Officer I with less than five years seniority; or (c) a Clerk-Typist II with less than five years seniority.

The New Civil Service Rule is 12.3 and reads as follows:

*Retention of Seniority.* Seniority accrued in a class is retained for that class for purposes of retreat rights even though an employee accepts a position in another class outside of the promotional line.

As a result of the new rule, present Rule A,2 in Chapter XVII, Statu-

## Leadership Seminars Held

(continued from page 2)

Aids; **Charles O. Hopkins**, Head, Aviation Research Laboratory; **Jefferson L. Humphrey**, Associate Director, Housing for Student Affairs, Housing Division; **Barbara A. Kucera**, Administrative Secretary, Civil Engineering; **Louis D. Liay**, Director, Special Programs, University of Illinois Alumni Association.

And, **John B. McManus**, Director, Office of Administrative Data Processing; **Robert T. Mooney**, Assistant Head, Architecture; **John C. Opolka**, Superintendent, Office of Campus Publications; **Rebecca J. Simon**, Assistant Director, Liberal Arts and Sciences, General Curriculum; **James Tarr**, Manager, Photographic Services, Office of Public Information; and **Maxine Zbinden**, Administrative Secretary, Commerce Administration.

tory and Inter-Institutional Benefits in the *Policy and Rules-Nonacademic* is deleted. The rule appears on pages 102 and 103 of the handbook and should be marked out.

## New System Rule Requires Advance Layoff Notice

University Civil Service System Rule 11.3a, Layoff has been amended to require that a status employee be given a written notice at least 15 working days in advance of the effective date of layoff when such layoff is to exceed 30 consecutive work days. The effective date of the layoff, however, may be delayed up to 15 days without the requirement of further notice.

Whenever possible, the University will continue to give a status employee a written notice at least 10 working days in advance of the effective date of layoff when the anticipated layoff is to be less than 30 consecutive work days.

## Did You Know?

...that to describe more aptly the functions of divisions in the Office of the Dean of Students, UIUC, the following titles have been changed?

Student Personnel Office to **Student Services Office**

Special Educational Opportunity Program to **Educational Opportunity Program**

Student Programs and Services to **Campus Programs and Services**

Coordinating Placement Office to **Career Development and Placement Office**



# STAFF OBSERVER

PUBLISHED FOR NONACADEMIC PERSONNEL OF THE UNIVERSITY OF ILLINOIS

VOLUME 9, NUMBER 5, AUGUST 1974

## Add To Service Years In University Retirement System

When we report the possibility that you may be eligible to add to your "bank" of service years in the State Universities Retirement System by "purchasing" service credit for prior employment, the following types of employment qualify.

Full-time employment with an employer covered by the Retirement System completed prior to the date you began your present participation in the System can be added to your "bank" if you elect to make an additional payment.

Also, up to 10 years of service credit may be obtained by making a special payment, for employment with the United States Government (including military service if application for this service is filed by September 1, 1974) or by the government of a state, by a political subdivision of a state or by an agency or instrumentality of any of these governmental units. Such service is subject to conditions and limitations enumerated in the "Service" brochure available from the State Universities Retirement System.

### Raise Retirement Income

Have you been thinking about "picking up" credit for prior employment with an employer covered by the Retirement System or for other previous public employment?

If you pay for such past service before September 1, you can save money. On that date, the accrued interest you must pay on the years you are adding to your "service bank" will increase from  $4\frac{1}{2}\%$  to  $5\%$ .

The payment is based on the rate of interest in effect at the time payment is made. Therefore, if you make your payment before September 1 you will be assessed at the  $4\frac{1}{2}\%$  rate.

In System Director Edward S. Gibala's letter in this issue, paragraph 4, we see that the person in the example would save about \$967 by acting promptly.

For those who are eligible and elect to make an additional payment, the payment will be based upon the employee's rate of salary on the date participation in the Retirement System was begun (not the rate of salary paid during the previous em-

ployment) and will include what would have been accrued interest to the date payment is received.

Assume you were hired on a full-time basis beginning September 1, 1971, at a salary rate of \$6,000 per year and elected to waive participation in the Retirement System for the first year.

Assume also that effective September 1, 1972, your salary rate increased to \$6,300 per year and you elected to begin Retirement System participation on that date.

If you would want to have your account credited with the first year of service, you would pay 8% of \$6,300 plus accrued interest at the rate of  $4\frac{1}{2}\%$  (This is the interest that will go up to 5% on September 1) compounded annually from September 1, 1972.

If you are thinking about "picking up" such past service, don't delay. Do so by August 31 and take advantage of the lower interest rate.

### Consider Income Needs Of Your Survivors

Consider the income needs of your survivors when deciding whether to arrange with the State Universities Retirement System to add service years and increase your retirement income by "buying into" the Retirement System to cover (a) prior full-time employment with an employer covered by the Retirement System or (b) past public employment.

A point is reached when payment for additional service will increase survivors insurance protection for your spouse, children under age 18, or dependent parent. This would be whenever your service years and earnings would provide an income in excess of (a) \$350 a month for a spouse and dependent children or (b) \$250 a month for a spouse or dependent parent.

There is a guarantee that the total monthly survivors annuity to your family will be at least one-half of the basic monthly retirement annuity earned by you.

Assume that when reaching age 49, your service and earnings credits will be sufficient to provide you with a monthly retirement annuity of

\$1,000 beginning when you reach the normal retirement age of 60. If you would die when you reach age 49, for example, your family would receive a monthly survivors annuity of \$500 ( $\frac{1}{2} \times \$1,000$ ).

If the spouse has dependent children under age 18, monthly payments of \$500 begin immediately. If there are no dependent children, the spouse would be eligible to begin receiving the \$500 a month payment at age 50, or a dependent parent at age 55. If the employee's service years are not sufficient to project such an income, the widow and children would be eligible for no more than \$350 a month and if there were no dependent children, the spouse or dependent parent would be eligible for no more than \$250 a month. Survivors also can be left with far less if the deceased employee's service years were few and/or earnings were low.

As these examples illustrate, there is a definite financial advantage to survivors if the employee amasses as many service years of credit as possible — either for service as a University employee or by combining (1) present University service, (2) past service with an employer covered by the Retirement System, and (3) past public employment.

### Good News Department Interest Goes Up

Due to good investing on the part of the Retirement System, the Trustees of the System have agreed to credit 8% interest on the balance of each participant's account for the fiscal year ending August 31, 1974. Prior to 1973, statute prohibited crediting of interest in excess of  $4\frac{1}{2}\%$ . On the next statement from the Retirement System, you will see higher interest earnings credited to your account.

Current statute provides, however, that if the participant resigns and elects to withdraw his contributions in a lump sum from the Retirement System, he must forfeit the interest credited to his account which is in excess of  $4\frac{1}{2}\%$ .

If, however, an employee dies before retirement, the 8% will be credited to the employee retirement

contributions refunded to his beneficiary.

The 8% is not used in calculating an employee's retirement income.

### Direct Questions To System

Questions you have about your retirement benefits should be directed to the State Universities Retirement System, Post Office Box 2710 -- Station A, Champaign, Illinois 61820 (Telephone: 333-3860).

### Try Credit Union For Loan

Are you wondering where you can get the money to pay for "picking up" past service and adding to your bank of service years in the State Universities Retirement System? Try the Credit Union.

In the past, many people have borrowed money from their campus Credit Union to make such payments to the Retirement System. Explore the possibility of getting a loan by stopping at your Credit Union; the location is listed in the campus staff Directory.

### Women In Apprenticeship Report Is Available

The Wisconsin Division of Apprenticeship and Training and the University of Wisconsin, collaborating with the Governor's (Wisconsin) Commission on the Status of Women, have conducted a three-year study and demonstration project in Wisconsin aimed at increasing the number of women apprentices in the skilled trades and combatting practices that discriminate against women apprentices. *The survey found women's dropout rate to be half that for men.*

The project, funded by Manpower Administration, recommends establishment of a national program to reach out for potential women apprentices and give them 10 weeks of tutoring to help them pass apprenticeship entrance exams in various trades.

The 250-page report, "Women in Apprenticeship: Why Not?" is available from the National Technical Information Service, Springfield, Virginia 22151 for \$6; accession number PB227727.



# State Insurance Holds Open Enrollment Until Sept. 8

An Open Enrollment period for insuring dependents without evidence of insurability under the State Group Health and Life Insurance Plan ends September 8. Employees also may purchase optional life insurance under the State Plan on the same basis for their dependents as well as for themselves. Contact your campus Insurance Office by September 8 if you wish to obtain the health and/or life insurance coverage.

An Open Enrollment under the University-sponsored Group Health Insurance Plan will be held November 1 through November 29.

Open Enrollment	Open Enrollment Period	Effective Date of Coverage
State Plans (Blue Cross-Blue Shield)	Aug. 8-Sept. 8, 1974	Oct. 1, 1974
University Plans (Continental Assurance Company)	Nov. 1-Nov. 29, 1974	Jan. 1, 1975

## Contracts

The State Department of Personnel has awarded the State Health Insurance contract for the policy year July 1, 1974 to July 1, 1975, to the Blue Cross-Blue Shield organization. The group life insurance contract with Crown Life Insurance Company was continued at the same premiums. The University-sponsored Health Insurance contract continues with the Continental Assurance Company.

## State Contribution

A contribution toward any increase in the cost of purchasing dependent health insurance to be paid by the State provided the increase became effective on or after July 1, 1974 has been approved. The contribution is limited to the actual amount of the increase in premium or \$7.00 per month, whichever is less. This contribution also will be applicable to any increase in the cost of the University-sponsored Health Insurance Plan.

## Premiums for 1974-75

*University Plan* (Continental Assurance Company) — The premiums for the dependent health and dental insurance were established on January 1, 1972, and despite the increased cost of medical care, there has been no

adjustment in the premiums. An adjustment is now required to continue the coverage through 1975. Although the amount of the increase has not been finalized it is anticipated the cost will not exceed the maximum contribution of \$7.00 per month now authorized by the State. This will mean that *your* cost of insurance under the University Plan will remain the same if you are eligible for the contribution.

*State Plan* (Blue Cross-Blue Shield) — Effective July 1, 1974, there was an adjustment in the premiums for some of the plans available through the State and the changes are outlined below:

	A Prior to 7-1-74	B Effective 7-1-74	C State Contri- bution*	D Your Cost
Employee	\$15.60	\$22.60	—	\$22.60 = \$ -0-
Dependents under 65, or over 65 and Ineligible for Medicare				
High Option —				
1 dependent	18.20	26.00	—	7.00 = 19.00
2 or more dependents	34.70	42.50	—	7.00 = 35.50
Low Option II —				
2 or more dependents	18.10	21.08	—	2.88 = 18.10
Dependents 65 Years or Over Eligible for Medicare				
High Option —				
1 dependent	10.66	9.90	—	-0- = 9.90
2 or more dependents	22.68	19.50	—	-0- = 19.50
Low Option I —				
1 dependent	4.38	4.78	—	.40 = 4.38
Low Option II —				
1 dependent	2.90	4.20	—	1.30 = 2.90
Sponsored Dependents	11.02	13.02	—	2.00 = 11.02

Premiums for plans not listed above remain the same as outlined in the State Booklet for 1973-74.

\* You must be eligible for the State-paid Basic coverages to receive the contribution. If you are on leave of absence without pay or otherwise eligible to continue the basic coverage at your own expense, your cost will be those listed in Column B.

# Give A Gift Of Life; Give A Pint Of Blood

Give a gift of life. Follow the example of the senior class of nurses at the Medical Center. Donate a pint of blood.

As graduation neared, the nurses, under the leadership of Roseanne Sacks, decided that as a class gift they would give a living gift. Showing their concern for other human

beings, they donated 46 pints of blood.

In some areas of the state, the supply of transfusable blood is critically low. Shortages have arisen because of vacations.

Time off to donate is considered an approved event with pay. Consult your supervisor.

To donate at Chicago Circle or

at the Medical Center, arrange for an appointment by calling:

Chicago Circle: 996-4881  
Medical Center: 996-6970

At Urbana-Champaign, donate through the VIP Blood Program. Complete the coupon below. You will be called by the Champaign County Blood Bank.

# Two Insurance Plans Offered

There are two group health and life insurance programs in which an employee who works half time or more is eligible to participate: the State-paid Group Health Insurance Plan (State Plan) and the University-sponsored Group Health Insurance Plan (University Plan).

Upon employment, an eligible employee is immediately covered under the State Plan, receiving *free* health and life insurance coverage. The paid life insurance coverage is equal to one-half an employee's annual basic earnings. As an option, the employee may purchase coverage equaling the other half of his earnings. (There is some reduction in the amount of insurance for those over age 55.) If an employee does not immediately elect the additional life insurance coverage, he must wait until the next open enrollment period to do so or submit evidence of insurability.

Also, under the State Plan an em-

(continued to page 3)

(Clip and Mail to VIP BLOOD PROGRAM, 328 Illini Union, UIUC Campus)

Yes, I am willing to give a pint of blood if called.

Name \_\_\_\_\_ Office Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Blood Type (if known) \_\_\_\_\_ Rh \_\_\_\_\_

Date of Last Donation \_\_\_\_\_



# Retirement Legislation Offers Many Benefits

The following letter was sent July 22, 1974, by Edward S. Gibala, Executive Director, State Universities Retirement System, to President John E. Corbally Jr. and to other presidents and heads of universities, colleges, and agencies covered by the Retirement System. In the letter is information which some employees will want to act upon by September 1 to assure greater benefits in retirement.

Following is a report on actions taken by the General Assembly and the Trustees of the State Universities Retirement System which concern the operations of the State Universities Retirement System.

## Revised Employer Contributions on Earnings Paid from Federal and Trust Funds

Effective *September 1, 1974*, employers should submit to the State Universities Retirement System, employer contributions of 11.27% of earnings paid from Federal and Trust funds. The charge will be reduced beginning that date from 11.61%. The reduction is due mainly to an increase by the Actuary of the interest assumption from 4½% to 5%.

## Increase in Prescribed Rate of Interest

The Trustees of the System approved the recommendation of the System's Actuary that the prescribed rate of interest to be used in actuarial valuations and preparation of annuity tables be increased from 4½% to 5% effective *September 1, 1974*. The prescribed rate of interest is based upon long-term investment predictions and is not necessarily the rate of interest which is to be credited to the employee accounts at the end of each year.

Under the provisions of the Illinois Pension Code, payment by the employee for prior Illinois service and for other public employment is based upon the prescribed rate of interest which is in effect on the date that the payment is received. Consequently, if an employee defers his payment beyond August 31, 1974, his cost for such service could be increased substantially, depending upon the number of years which elapses from the date he became a member to the date he makes his payment. For example, if a person became a member 20 years ago at an annual salary of \$5,000, his payment for 10 years of other public employment would be increased from about \$9,646 to \$10,613, if he defers his payment until September 1, 1974. Thus, he could save about \$967 by paying for the additional service before September 1, 1974.

The savings in interest cost is not the only reason why it may be advantageous to pay for other public employment as early as possible. Under legislation which was approved in 1971, there is a *guarantee* that the survivors annuity shall be at least 50% of the annuity earned by the member's service and earnings credits, calculated on the assumption that he is age 60 on the date of death. Thus, a point is reached when payment for additional service will increase the survivors insurance protection for the member's spouse, children under age 18, or dependent parent.

## Increase in Rate of Interest To Be Credited to Employee Accounts

In view of the continued increase in the return on investments, the Trustees of the State Universities Retirement System have agreed to credit interest for the fiscal year ending August 31, 1974, of 8% on the balance in the participant's account on September 1, 1973. This includes 6% to cover distribution of investment income earned during the year plus an additional 2% as partial distribution of income earned in prior years in excess of the amount distributed. (Prior to 1973, the Retirement System was prohibited by statute from crediting interest in excess of 4½%.)

The statute provides that if a participant resigns and elects to withdraw his contributions in a lump sum, he must forfeit the interest credited to his account which is in excess of 4½%. We are attempting to secure legislation which would enable a participant to receive full refund of the interest credits. When a member withdraws from the System, he loses the employer contributions. There appears to be little or no justification for forfeiture by the participant of a portion of the interest earned on his contributions. House Bill 2554, which was introduced by Representative John Hirschfeld on April 17, 1974, would authorize the System to include full interest on refunds. No action was taken on this Bill during the spring legislative session and none is anticipated until the 1975 legislative session.

## Amount To Include in Appropriation Request for FY 76

The Actuary for the State Universities Retirement System has certified that the *minimum* employer contribution required by the "Illinois Pension Code" for FY 76 is 16.41% of that portion of salaries covered by the State Universities Retirement System, and the Trustees of the System have approved this rate. Therefore, the college and university governing boards and other agencies covered by the System should include this amount for employer contributions in the State budget request for the fiscal year ending June 30, 1976. The appro-

# Offer State and University Insurance Plans

(continued from page 2)

ployee may purchase health and life insurance coverage for his dependents.

The State Plan operates on a July 1 through June 30 basis.

Under the University Plan, an employee may purchase health and life insurance coverage for his dependents. To purchase life insurance for dependents, however, an employee first must purchase such coverage for himself. Therefore, it is possible for an employee to have life insurance under both the State Plan and the University Plan.

If an employee has his dependents covered under the University's High Option Plan, he, himself, may participate in the dental coverage offered in that Plan.

The University Plan operates on a January 1 through December 31 basis.

An employee may purchase dependents' coverage and have the coverage effective on the date of his employment provided he has made arrangements with the campus Insurance Office for the premium payment.

provisions for retirement contributions covering the community colleges are requested by the Illinois Community College Board; therefore, the individual community colleges need take no action concerning this matter other than to support the request of the Community College Board.

## Credit for Prior Military Service

You may recall the correspondence during the past year concerning SB 634, which would (1) limit the type of prior public employment which can be used by new employees in purchasing additional service credit under the State Universities Retirement System, and (2) set *September 1, 1974* as the deadline for filing an application to purchase additional credit based on prior military service. The initial deadline in the Bill on applying for purchase of military service credit was September 1, 1973. The Pension Laws Commission later agreed to extend the deadline until January 1, 1974, and the sponsor of the Bill subsequently agreed to postpone the deadline until July 1, 1974. The Senate-House Conference Committee, which was appointed to resolve the differences in the Senate and House versions of the Bill decided that *September 1, 1974* would be a more appropriate date. The Senate and House adopted the Conference Committee report, and the Bill is now awaiting action by the Governor.

We have received word that the Illinois Federation of Teachers has suggested that its members urge the Governor to veto the Bill. In view of the extension of the deadline on filing to September 1, 1974, the Retirement System has recommended that the Governor approve the Bill. The deadline applies only to the filing of the application for military service credit; it does not require payment by that date. The members have been given ample time to file the application. Those who are interested in purchasing the additional credit should have met the filing requirement by this time.

## Report on Employer Retirement Contributions for FY 75

The *minimum* amount which the General Assembly should have appropriated for FY 75 to meet the statutory requirements is \$83,625,800. The Governor's Budget included only \$25,004,600, which was slightly less than the amount required to meet the State's share of the estimated benefit and expense payments. The General Assembly appropriated \$28,939,820 which was \$3,935,220 more than the amount which was included in the Governor's Budget but \$54,635,980 less than the *minimum* required by statute.

The *minimum* appropriation mandated by the statute is the normal cost required to cover the pension benefits earned by all employees during the year plus interest on the unfunded liabilities for past service. This is also the standard which the Federal Internal Revenue Service has used in the past in determining whether a private pension plan is "qualified," and which the House Ways and Means Committee had recommended as a standard for government pension plans under the Pension Reform Bill of 1974. It is unlikely that the final version of the Pension Reform Bill will require immediate disqualification of a government pension plan, if it fails to meet this minimum funding requirement; however, the Reform Bill of 1974 (H.R. 2) mandates a study of state and local government pension plans. Washington sources say the study will not be an academic exercise, but the first step toward eventual legislation which will set minimum funding, vesting, and participation standards for state and local pension plans.

Please notify us if you have any questions concerning the above changes. We will keep you informed concerning further developments on legislation which is still pending.

Edward S. Gibala  
Executive Director  
July 22, 1974

P.S. We have been informed that the Governor has vetoed the additional retirement appropriations of \$3,935,220.



## GETTING AHEAD

### • in the University work force •

The surest way to get ahead in the University work force is to do a good job. To do so, you must know what your supervisor wants accomplished. To find out, listen carefully. Never hesitate to ask questions to clarify a point you don't understand. Before beginning an assignment, task, or project, gather the following information.

- Clear definition of what is to be accomplished. Come to a clear understanding with your supervisor on this point. There is nothing more discouraging to the employee (and to the supervisor) than to learn that hours or days have been spent on an assignment only to find that what has been accomplished is not what the supervisor wanted.
- Materials and funds needed to complete the assignment. If you do not have all the materials, tools, and equipment needed to do the assignment, tell your supervisor. Also, if there will be some expenses, find out how much money is available for the project, and budget accordingly.
- Whether the assignment is to be completed alone or with others. If you will be working with others in your unit or outside your unit, be sure your supervisor has alerted these people regarding the assignment. If you are slated to work alone and feel that you need help, tell your supervisor.
- Whom to contact if a problem arises. While the supervisor usually gives the assignment, he sometimes delegates the specific responsibility for overseeing the project to someone else. Ask your supervisor whom to go to with any assignment-related problem.
- Date assignment is to be completed. Know when the assignment is due; then plan your work to meet this deadline.

# President Approves Transfer Benefits Policy For Academic, Nonacademic Staff Movement

President John E. Corbally Jr. has approved the following policy, now in effect, which allows staff moving to and from academic and non-academic positions to transfer accumulated Sick Leave and Vacation and Personal Leave benefits.

## I. Transfer of Sick Leave Credit

A. Sick leave credit will be transferred when a staff member changes to an academic appointment from a nonacademic position within the University.

Under the current academic disability leave provisions, it is provided that a staff member may accumulate up to six months of sick leave credit. An employee transferring from nonacademic status to academic status may transfer *all* accumulated sick leave credit, but should that credit exceed the allowable maximum, no further sick leave may be accumulated. If the credit transferred is less than allowable maximum, additional sick leave may be accumulated up to that amount.

This policy is to be effective upon approval and is to cover current academic employees who in past years have transferred from non-academic to academic status. All transfers of sick leave credit require the presentation of appropriate records verifying sick leave accumulated under the nonacademic system.

B. Sick leave credit will be transferred when a staff member changes to a nonacademic appointment from an academic position within the University.

This policy is to be effective upon

approval and is to cover current nonacademic employees who in past years have transferred from academic to nonacademic status. All transfers of sick leave credit require the presentation of appropriate records verifying sick leave accumulated under the academic system.

## II. Transfer of Accumulated Vacation

A. When an employee transfers from a nonacademic position to an academic position, any vacation earned under the nonacademic system will ordinarily be taken or paid for by the employing non-academic unit before the employee transfers to the academic position.

In cases in which the employee prefers vacation time but taking it prior to transfer would create a hardship, arrangements may be made for transfer of all or part of the accumulated vacation provided that these arrangements are acceptable to the two administrative units and the employee. In no case can a transfer of accumulated vacation result in a loss of accumulated benefits, except that at the time a staff member retires, resigns, or otherwise terminates his employment with the University his accumulated vacation may not exceed 46 working days.

B. When an employee transfers from an academic position to a non-academic position, any vacation earned under the academic system will ordinarily be taken or paid for by the employing aca-

demic unit before the employee transfers to the nonacademic position.

In cases in which the employee prefers vacation time but taking it prior to transfer would create a hardship, arrangements may be made for transfer of all or part of the accumulated vacation provided that these arrangements are acceptable to the two administrative units and the employee. In no case can a transfer of accumulated vacation result in a loss of accumulated benefits, except that at the time a staff member retires, resigns, or otherwise terminates his employment with the University his accumulated vacation may not exceed that provided for in the *Policy and Rules—Nonacademic*.

The above policy will be incorporated into the *Policy and Rules—Nonacademic* at the next reprinting.

## Did You Know? . . .

. . . that the name of the Department of Pharmaceutical Administration at UIMC has been changed to the Department of Pharmacy Practice? The Department will conduct instruction and research in clinical sciences and practice; administrative, social, and behavioral sciences applied to pharmacy; and management of pharmaceutical services.

. . . that the consolidation of the Curriculum Laboratory and the University High School has been approved at UIUC? The new unit title is the Curriculum Laboratory and University High School.

## Add Two Items To P&R-N

There has been a liberalization to the rule governing use of Vacation and Personal Leave. President Corbally has approved a revision to Rule D in Chapter XIII, Vacation and Personal Leave, *Policy and Rules—Nonacademic* allowing an employee to use *earned* leave during the initial six months of pay-status service. However, if an employee leaves the University before completing six months of service, the cost of any leave used will be taken from the salary or wages due the employee.

The revised rule, now in effect, follows.

## Chapter XIII

### Rule D, Leave Used During Initial Six Months

D. An employee may use earned Vacation and Personal Leave during his first six months of pay-status service. If employment is terminated before the completion of six months of service, however, the University will withhold the cost of leave taken from salary or wages due the employee.

In answer to a question raised as to whether written standards of performance must be prepared for each employee, a new procedure, C, is being added to Chapter II, Organization of the Nonacademic Personnel Function, also in the *Policy and Rules—Nonacademic*.

The procedure, now in effect, follows.

## Chapter II

### Procedure C, Performance Standards

C. It is essential that the employee and his supervisor have a common understanding of what duties the employee is expected to perform, and of the standards which should be met. Formal, written standards of performance are not mandatory. Such standards are desirable, however, when the nature of the work lends itself readily to quantitative and qualitative measurement.

Both the revised rule and the new procedure will be added to the next complete revision to the *Policy and Rules—Nonacademic*.

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